



## MISSION STATEMENT

*Project MANA aims to drastically reduce the incidence of hunger and its detrimental effects upon individuals, families, the community and the region.*

May 11, 2018

Truckee Tahoe Airport  
Attn: Kevin Smith  
10356 Truckee Airport Rd.  
Truckee, CA 96161

Dear Kevin and the Truckee Tahoe Airport Board,

### **Board of Trustees**

*Karen Barchas*

*Enrique Carmona*

*Thomas Conk*

*Coralin Glerum*

*Barbara Kay*

*Jim Martini*

*Ted McDowell*

*Len Simon*

*Deirdre Toner*

*Craig Werner*

### **Executive Director**

*Deidre Ledford*

I am writing this letter of interest to open negotiations for Project MANA to lease hangar space from the Truckee Tahoe Airport in the same building as the Tahoe Food Hub.

Project MANA is a non-profit organization that has been providing hunger relief services to food-insecure residents throughout North Lake Tahoe and Truckee since 1991. As a primary regional provider of critical social safety net services, we have developed a strong track record of working collaboratively with other agency partners to best support the community. Project MANA's services are evolving, and we need to relocate to a larger space to increase our food storage capacity, provide an open work space for warehouse volunteers, and expand our office space to allow for future growth and include a conference room that can be shared with community partners. We are interested in a 5-year lease with option to renew.

We currently have a 1,471 square foot office/warehouse that is too small for our needs and very expensive, at \$1.75/square foot. We have been seeking additional off-site storage to supplement our current space, but the leasing space at the airport would enable us to contain all of our operations in one location at a much more affordable rate.

We need a unit with a roll-up door and side-door access, as well as tenant improvements including one mop sink, one utility sink, one condensate drain for a walk-in refrigerator, epoxied floors with coved baseboards, office build-out, and a modest kitchenette.

We are excited about the opportunity this leasing arrangement would give us to partner with the airport—a partnership that could include significant exposure for the airport in our PR, marketing materials, advertising, and collateral. In addition, we believe that sharing this space with the Tahoe Food Hub would only strengthen our existing partnership and, given the similarity of our facility needs, lend the potential to share improvements and equipment (e.g., restrooms, conference room).

Our timeline for taking occupancy is flexible. We will be entering our 3rd year of a 5 year lease starting June 1, 2018, but anticipate little to no issues in breaking that lease with enough advance notice.

We appreciate your consideration and look forward to meeting to review our proposal. In the meantime, if you require additional information, please do not hesitate to reach out.

With gratitude,

Deidre Ledford  
Executive Director