



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE:** Discounted Rent for Non-Profit Use of Airport Non-Aviation Lease Space, Community Benefit Requirement and Lease Process PI 507

**MEETING DATE:** October 24, 2018

**PREPARED BY:** Hardy Bullock, Director of Aviation & Community Services

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**RECOMMENDED ACTION:** Adopt Policy Instruction (PI) 507. Alternative action may include direction to Staff for addition or modification of policy language.

**DISCUSSION:** Staff has developed PI 507 which outlines the use of non-aviation lease spaces for the purposes of community benefit. This policy gives the District a documented process for vetting appropriate uses and organizations that provide airport and community wide benefit to District constituents. The policy outlines these general conditions:

1. The organization widely benefits all District constituents and offers services that support the mission, vision, and strategic plan elements of the Truckee Tahoe Airport District.
2. The typical operation of the organization has a cumulative, total occupancy of less than 25 people, the use is appropriate for the space and no significant capital investment or building modifications on the part of the District is required.
3. A qualified organization will be ready to pay for their tenant improvements and have reasonable access to capital. The organization must be ready to meet legal requirements, sign agreements, and obtain required permits.
4. The process that identifies potential organizations is linear, transparent and widely understood.

**WHAT'S NEXT:** Staff will post a public notice for vacant warehouse space, identify appropriate uses, and forward organizations for Board consideration.

**FISCAL IMPACT:** A detailed discussion of the fiscal impact of warehouse uses and discounted rent took place at the September regular meeting of the Board of Directors. A detailed pro forma is located here, [https://truckeeatahoeairport.com/board\\_meetings/205/view\\_file?file=tab+14+-+warehouse+pro+forma+-+discussion+-+staff+report.pdf](https://truckeeatahoeairport.com/board_meetings/205/view_file?file=tab+14+-+warehouse+pro+forma+-+discussion+-+staff+report.pdf) . The Board has identified significant community benefit from incremental discounted rent for qualified organizations using vacant non-aviation space. A thorough financial analysis of the current and potential future uses is included in the September 26, 2018 *District Warehouse Pro forma Review and Future use of Vacant Space (D2) Discussion*.

**PUBLIC COMMUNICATIONS:** Staff will use all available methods to communicate opportunities for organizations to use vacant space. These include newsprint, radio, website, and e-blasts.

**SAMPLE MOTION(S):** I move to (approve, amend, deny) the adoption of Policy Instruction 507 as attached. (List any amendments)

**ATTACHMENTS:**

Policy 507 Draft