

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER 507**

Effective: October 26, 2018

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

**PURPOSE:** To establish District policy for selection of appropriate community benefit uses for vacant warehouse spaces. To establish District policy for criteria related to leases and agreements that accept community benefit in exchange for graduated or modified rent.

**BACKGROUND:** On occasion the District has vacancies in Non-Aeronautical building and facilities. The Board of Director's at its discretion may deem space within the warehouse or other non-aeronautical buildings or facilities as available at discounted rent/lease rates to public agencies or non-profit groups or other groups deemed appropriate, based on their services to the constituents of the District. The District will use the following criteria and process for the consideration and selection of potential tenants:

1. Criteria for Selection of Appropriate Community Benefit Organizations

- A. The services provided by an organization widely benefit the constituents of the Truckee Tahoe Airport District.
- B. The mission of an organization supports the mission, vision, and strategic direction of the Truckee Tahoe Airport District.
- C. The services provided by an organization do not pose a hazard to the operation of the airport, the public, its tenants or staff members.
- D. The readiness of an organization to take possession of the space, make and fund needed improvements, sign agreements, and complete required planning and permit activity outlined within existing Development Standards.
- E. The organization has verifiable financial stability and reasonable access to capital required to complete tenant improvements in a timely and workmanship like manner.

2. Criteria for Selection of Appropriate Community Benefit Uses

- A. The operation and service offering of the organization does not exceed a maximum occupancy of 25 persons aside from occasional special events.
- B. The operation and service offering of the organization does not primarily serve those listed as prohibited use within the Truckee Tahoe Airport Land Use Compatibility Plan including but not limited to children's schools or training centers, libraries, nursing care facilities, or medical centers.
- C. The use of the space is not prohibited by local building code, regulations, fire code, or the Truckee Tahoe Airport Land Use Compatibility Plan.

- D. The use of the space does not require significant modification, structural improvement, or capital investment on the part of the District.

3. District Process for Selection of Appropriate Community Benefit Organizations

- A. The District will advertise through local media channels the size, dimensions, and location of available space. District Staff will issues written guidance regarding this policy, the Districts PMCD guidance and any restrictions to potential organizations and make available dates and times for organizations to inspect the premises.
- B. Following a minimum 30 day period of advertisement the District will accept proposal submissions from qualified applicants that meet the requirements herein. Staff will hold a meeting describing District requirements for occupancy, required minimum development standards, lease and legal requirements for interested parties. Staff will forward to the Board through the posted agenda process all qualified applicants for consideration.
- C. The Board may or may not choose to accept one or more submitted proposals, award a graduated lease or decline any and all proposals for use of District property.
- D. Following required verification of financial requirements Staff will complete a lease agreement and other required agreements such as development agreements or partnership agreements.

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Rick Stevens, President