

TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: Land Lease Update

Purpose	Information: <b>X</b> Guidance: Decision:
Recommendation	None at this time. Staff will provide frequent updates to the Board, ensuring an open and transparent process.
Last Action	<p>At the August Board meeting an ad-hoc subcommittee of the Board was formed to assist in lease negotiation process. The Board concurred on the recommendation by staff to proceed with negotiating a lease for Site #3. Direction was given to staff regarding finalizing the Letter of Intent.</p> <p>Staff updated the Board at the September meeting on the process.</p>
Discussion	<p>Staff and the ad-hoc subcommittee have worked with JMA and Clear Capital to finalize the Letter of Intent (LOI) The document has been signed by all parties.</p> <p>Staff and the Ad Hoc Committee are working on the various components of this project. The items below were discussed at our Oct. 10<sup>th</sup> Ad Hoc Committee meeting. Below is a brief update on what is currently in process. Also included is a timeline outlining our current status along with key dates and issues to take us through the final lease approval.</p> <p><b><u>Application Process Letter</u></b></p> <p>Staff has received a copy of the letter from Nevada County (see attached) to the Town of Truckee outlining roles and responsibilities throughout the entitlement and development review process. The District is not a specific party to land use approvals, but is looking for ways to be helpful in guiding the process as needed. The Town of Truckee has indicated that they comfortable with the Application Processing Letter received from Nevada County and indicated they will provide a written response. District Staff has assured the Town that we plan to participate in any discussions regarding application processing as needed including discussions related to traffic impacts, site design, and law enforcement.</p> <p><b><u>Appraisal</u></b></p> <p>Johnson &amp; Perkins provided a proposal for real estate appraisal services that includes assessment of both local commercial properties and an assessment of non-aeronautical leasing at five comparable airports. They have been given Notice to Proceed on the appraisal work. Staff anticipates completion of the appraisal by</p>

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November 15, 2013. The Ad Hoc Committee will meet to review the appraisal and proposed lease terms on Nov. 19<sup>th</sup>.

### **FAA Land Release**

Staff requested a proposal from Mead & Hunt to coordinate the work with the FAA for land release. They have given a Notice to Proceed on the proposed work. This process will take some time. We do not anticipate a final release until February or March. We will work with Kaplan and Kirsch to address this issue in the lease agreement as necessary. In preliminary meetings with the FAA San Francisco District Office, we do not anticipate any major issues with receiving a release.

### **Term Sheet**

JMA has provided a preliminary draft terms sheet for review and discussion by the District. The Ad-Hoc committee is in the process of reviewing the terms. The most significant issue in the lease terms is the lease rate which we will not have until Nov. 15<sup>th</sup>. The proposed terms will be presented to the Board at the December 5<sup>th</sup> meeting for review. The earliest the Board would consider the final lease agreement would be the January 23, 2014 Board Meeting. Our intention on Dec. 5<sup>th</sup> is to review lease terms with the full Board and then incorporate these terms into a final lease agreement. The Board can decide at the Dec. 5<sup>th</sup> Board Meeting if the full Board would like to review the complete land lease agreement with the incorporated terms, or if staff and the ad hoc committee should do the final review and approval. If the full Board of Directors would like to review the final lease agreement that would be considered at the January 23, 2013 Meeting.

### **Legal Services and Final Lease Agreement**

Several specialized legal counsel options for the negotiation and creation of the lease have been identified and evaluated. The District has a retainer with Kaplan, Kirsch & Rockwell. They have counsel at the firm specializing in airport leasing and land use licensed to practice in California. The General Manager will be meeting with them at their Denver office on Nov. 6<sup>th</sup>.

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### **Fiscal Impact**

The District will expend funds as the process moves forward from this point. Staff anticipates that most funds will be reimbursed at the completion of the lease negotiation and approval process. Staff estimates expenditures of \$15,000-\$25,000 to complete this portion of the process.

The return on investment for this project is yet to be determined. As soon as the appraisal is complete and lease terms are negotiated, staff can prepare an analysis on the ROI.

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Communication Strategy	Staff will continue to update the Board routinely on the negotiation. The Fall newsletter will highlight the work completed on the potential lease along with associated information about the Master Plan. This has been announced and discussed in various conversations and community updates as part of the Master Plan. The General Manager updated the local Area Managers Group on this topic at their Sept. 25 <sup>th</sup> meeting.
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Attachments	Application Process Letter Land Lease Timeline
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**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
PLANNING DEPARTMENT**  
950 MAIDU AVENUE NEVADA CITY, CA 95959-8617  
(530) 265-1222 FAX (530) 265-9851 <http://mynevadacounty.com>

Steven L. DeCamp  
Community Development Agency Director

Brian Foss  
Planning Director

September 23, 2013

Mr. Tony Lashbrook  
10183 Truckee Airport Road  
Truckee, CA 96161



RE: Clear Capital Project at Truckee Tahoe Airport  
Application Processing

Dear Mr. Lashbrook:

Thank you for including the County of Nevada in your correspondence letter to the Truckee Tahoe Airport District (TTAD) regarding the leasing of land and potential development of the Clear Capital office facility located on TTAD property. In the letter you have indicated the Town of Truckee's concerns regarding the processing of the application and potential impacts to the Town and Placer County as a result of development of the site.

The concerns raised by the Town including design of the buildings and parking areas, traffic impacts on area roadways and the provision of public services are concerns shared by the County as well. It is the County's intention and desire as lead agency to include the Town of Truckee, Placer County and the Truckee Tahoe Airport District in all phases of the review and processing of the project application. This involvement would include the routing of the initial application (including all supplemental studies and project design plans) to all jurisdictions for comment, taking into account all comments received, noticing all jurisdictions regarding the availability of CEQA documents, staff reports and public hearings and applying conditions of approval and mitigation measures to the project that will address impacts to affected areas regardless of jurisdictional boundaries.

Specifically, the issues that were raised as concerns will need to be addressed and are discussed in more detail as follows:

**Design:** The County of Nevada has adopted Eastern County Design Guidelines that help ensure properly designed and compatible commercial and office facilities but the County is also aware of the proposed location of the facility and its proximity to the Town limits. The design of all future structures including parking areas should be compatible and complementary to the existing area and existing buildings. The County will consider both Nevada County and Town of Truckee design standards in its review of the site and structure design.

**Traffic:** The County is aware that the proposed development will create traffic on roadways and intersections that are located within the Town, Nevada County and Placer County. It is the

County's practice to identify potential traffic impacts to roadways and intersections according to ITE standards, and to apply feasible mitigation measures through the CEQA and project review process to address identified impacts. Any feasible mitigations, improvements and/or fees required will be identified and will be based on the traffic study and traffic section of the CEQA document, regardless of jurisdictional boundaries. Mitigation fees are evaluated based on their nexus and proportionality to the potential impacts created by the proposed project, as identified in the approved traffic study.

**Law Enforcement Services:** The location of the proposed project does warrant a discussion and potential agreement regarding the provision of law enforcement services. It would be the County's intention to analyze the project's needs for services based on a complete and thorough description of the project and the applicant's expected law enforcement needs and engage in conversations with the Town of Truckee Police Department and the Nevada County Sheriff's Office as part of the application processing in order to identify the most appropriate form and structure for providing services to the project.

The development permitting process will analyze other areas of potential impacts as a result of the project and the County intends to work faithfully and diligently on all issues with all affected parties. We look forward to a successful collaborative process between the Town, Placer County, the Truckee Tahoe Airport District and JMA Ventures/Clear Capital to achieve a successful project for a valued and important local business.

Sincerely,



**Brian Foss, Director of Planning**  
**Nevada County Community Development Agency**

CC: Kevin Smith, General Manager, Truckee Tahoe Airport District  
Michael Johnson, Agency Director, Placer County Community Development  
David Tirman, JMA Ventures, LLC  
Richard Anderson, District V Supervisor  
Alison Barrat-Green, County Counsel  
Steve DeCamp, CDA Director  
Keith Royal, Sheriff



Land Leasing Update

