



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

**AGENDA TITLE:     Airport Office Building Lease**  
**10266 Truckee Airport Road**

**MEETING DATE:    December 10, 2025**

**PREPARED BY:     Robb Etnyre, General Manager**

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**BACKGROUND:** The Airport Office Building’s current lease holder's lease expires on 7/31/2026. The existing lease for 10266 Truckee Airport Road to Truckee River Ventures Inc, dba [Lift Truckee](#), is an Assignment, Assumption, and First Amendment to the original Lease being held by Clear Capital.com, Inc, for the remainder of the existing lease period; 3/1/2023 through 7/31/2026. Lift Truckee does not have a first right of refusal for a new lease term. As a result, TTAD Management recommends the District conduct a Request For Proposal (RFP) before the end of the existing lease term, given several organizations have expressed interest in leasing the facility.

The Airport Office Building is comprised of 10,840 sqft, formerly called the Warehouse Office Building (WOB). It was constructed with an emphasis on energy efficiency, utilizing Insulated Concrete Form (ICF) construction. Lift Truckee is currently operating as a Coworking Space with several significant subtenants within the space, which include Nonprofits and a Wellness business. The South end of the facility is occupied by Rental Car operations and is subject to different terms and conditions not addressed here.





**DISCUSSION:** The District Board discussed this subject on December 3, 2025, regular board meeting, with a request to hold a Special Board Meeting on December 10, 2025, to finalize a decision to conduct an RFP or negotiate directly with the existing tenant. A draft of an RFP for the Airport Office Building, including timeline, is attached.

**FISCAL IMPACT:** Budget 2026 is planned for a full year's rent of the space. No Capital improvements / Tenant Improvements are planned in the budget for 2026. Subsequent decisions on Capital Improvements / Tenant Improvements by the District would be funded out of the District's Equity. A commercial rent study is currently being conducted to fully analyze responses to the RFP.

**Sample Motion:** I move to approve/modify the draft Request for Proposal for the Truckee Tahoe Airport District Airport Office Building as presented.

**ATTACHMENTS:**

- Current lease - 2016-2026 (10266 Truckee Airport Road)
- Assignment, Assumption, and First Amendment To Lease
- Airport Office Building Request for Proposal (RFP) Draft