



TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS STAFF REPORT

AGENDA TITLE: Airport Office Building Lease

MEETING DATE: September 23, 2026

REPRESENTED BY: Jeff Menasco, Director of Aviation

RECOMMENDED ACTION:

Staff recommend the Board approve the long-term Airport Office Building (AOB) lease with Truckee River Ventures, Inc. (TRV), as presented.

DISCUSSION:

Following the District's competitive Request For Proposal process, subsequent negotiations with TRV, and ongoing Board guidance, TTAD Staff are presenting the proposed long-term lease for final Board approval.

The proposed lease establishes a long-term rental structure that increases rent to market value over a three-year period, with annual CPI adjustments. The lease also provides two potential tenant-improvement options:

- **Option A – \$75,000 Tenant Improvement:** Provides a more limited District-funded tenant improvement allowance and one additional five-year lease option.
- **Option B – Up to \$1 million Tenant Improvement:** TRV is responsible for 20% of eligible project costs and TTAD for 80%. In exchange for the larger District investment, the lease provides a longer term, including a 10-year option followed by an additional five-year option.

Any future assignment or transfer of the lease is subject to the sole discretion of TTAD.

The proposed agreement reflects the terms negotiated by staff and previously discussed with the Board.

FISCAL IMPACT:

Under the proposed lease, rental revenue will increase by approximately \$43,883 during the first five years compared with TRV's original proposal, while transitioning the property to market rent. If TRV elects a tenant-improvement option, the District's potential capital commitment is:

Option A: Up to \$75,000, subject to the terms of the lease.

Option B: Up to 80% of eligible project costs, with a maximum District contribution of \$1 million and TRV responsible for the remaining 20%.

Funding for any tenant improvements would be subject to the District's adopted budget and applicable contracting and procurement requirements.

PUBLIC COMMUNICATIONS:

The proposed lease and AOB tenancy have been discussed at prior public Board meetings. The District also conducted a competitive RFP process for the property.

SAMPLE MOTION(S): I move to (approve/deny) the Airport Office Building lease to Truckee River Ventures as written, starting October 1, 2026.