MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: January 25, 2022
RE: Parking Lot Terms and Conditions

Attached are updated Parking Lot Terms and Conditions. Based on the need for parking spaces for the traveling public, limits on granting monthly computer parking privileges are recommended. Specifically, monthly commuter privileges will only be granted to flight crews of airlines and subsidiaries servicing Rapid City Regional Airport.

It is staff’s intention to implement these changes immediately for any new parking applications. However, the current nonqualifying commuters will be able to continue parking until April 1, 2022, when the new monthly commuter rate goes into effect. This will allow staff to provide sufficient notice to those parkers who will be affected by these changes.

STAFF RECOMMENDATION: Staff recommends Airport Board approval of the 2022 Monthly Parking Terms and Conditions, with full implementation by April 1, 2022.
Airport Monthly Parking Terms & Conditions – January 1, 2022

1) The Airport is offering parking spaces for rent only during hours of operation posted at this facility. These terms and conditions do not constitute or imply any liability on the part of the Airport for vehicle or items left in the parking lot.

2) For accounting purposes, the monthly rental period runs from the first day of the current month to the last day of the current month. Monthly rate for rental at parking space is due and payable on the first day of each month. Payments made after the 10th of the month will be subject to a finance charge as listed on the Airport’s current rates and charges. Parking access may be revoked by the Airport if invoice is not paid by the last day of the month.

3) The use of this lot is at your own risk. Airport shall not be responsible for personal injuries or for vandalism or theft of automobiles or contents therein while entering, exiting or parked in this lot. We are also not responsible for non-standard equipment such as special wheels wire wheel covers, cell phones antennas, stereos, etc.

4) Vehicle storage is not allowed and is limited to a maximum of thirty (30) consecutive days. Vehicle left in the lot beyond 30 days may be subject to towing, at the owners expense.

5) Parking privileges may be cancelled by the employee at any time. Notice must be provided to the Airport by the 27th of each month to avoid fees for the following month. We reserve the right to cancel at any time though we will endeavor to give at least thirty (30) days prior written notice except in the case of (i) circumstances beyond our control; or (ii) violation of lot rules and regulations.

6) Refunds will not be issued if employee cancels within the month and is no longer using the lot.

7) Airport must be notified within 24 hours of any terminations so the access can be revoked.

8) All directional and parking signs found in or around the lot (ie “handicapped,” etc.) must be obeyed.

9) Employee, driver, and/or owner of any vehicle shall repair or cause to be repaired, at his/her expense, any and all damages to parking lot or any part thereof caused by his/her misconduct.

10) Employees/parkers shall abide by and conform to all laws and governmental rules and regulations.

11) Employee may only use the lot for work related parking. No additional parking is allowed under this agreement. (For example, employee may not park in the lot under this monthly agreement for personal travel.)

12) Should Employee violate any of the above conditions, parking privileges may be revoked with no refund of parking fees.

13) Monthly commuter parking permits are limited to current flight crews of the following air carriers serving RAP: American, Allegiant, Delta, United, Skywest, Envoy, Mesa and Endeavor (list subject to change without notice). Company identification must be provided at the time of application.