MEMORANDUM
TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: April 12, 2022
RE: Updated Parking Terms & Conditions

At the January 25, 2022, Board meeting, Parking Terms and Conditions were approved. Since that time, meetings were held between Airport staff and two pilot representatives regarding the Commuter Parking Program. As a result of those meetings, the following changes were made:

1. Commuter Parking Program Requirements:
   a. **All existing Parkers are grandfathered into the program.** Verification of current airline credentials will be required.
   b. RAP Commuter Parking is limited to active flight crews only. (Retirees and other employee groups do not qualify.)
   c. Parkers must have their Primary Residence in the Black Hills Region.
   d. Temporary duty assignments do not qualify for the RAP Commuter Parking Program.
   e. Parking is open to all air carriers, not just those servicing RAP, as long as the above requirements are met.
   f. Commuter Parking is limited to 125 spaces. Once that number is reached, Commuter Parking requests will be placed on a wait list.

2. Commuter Parking Financial Requirements:
   g. **Commuter Parking will be $40.00 per month for all Parkers in the Program beginning April 1, 2022.**
   h. A $10.00 nonrefundable activation fee will apply to all new accounts. (This applies to all Parkers at RAP.)
   i. Parkers must provide a credit card number for an automatic charge each month.

There are 91 Commuters in the program, down from 106. The updated terms and conditions are attached.

**STAFF RECOMMENDATION:** Staff recommends Board approval of the Parking Terms and Conditions effective April 1, 2022.
1) The use of this lot is at your own risk and doesn’t constitute or imply any liability on the part of the Airport for vehicles or items left in the parking lot. 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.

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

5) Parking may be cancelled by the parker at any time. The Airport reserves the right to cancel at any time but will endeavor to provide at least thirty (30) days prior written notice except in the case of (i) circumstances beyond the Airport’s control; or (ii) a parker’s violation of lot rules and regulations.

6) Refunds will not be issued if parking is cancelled within the month.

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

8) All directional and parking signs found in or around the lot (such as “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 the parking lot or any part thereof caused by his/her misconduct.

10) All users shall abide by and conform to all laws and governmental rules and regulations.

11) Employees may only use the lot for work related parking. No additional parking is allowed. (For example, employees many not park in the lot for personal travel.)

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

13) Monthly Commuter Parking. There are a total of 125 spaces available for commuter parking. Once full, additional commuter requests will go on a wait list until such time as space is available. Until then, full posted lot rates must be paid.

A. Commuter parking permits are limited to active airline flight crews whose primary residence is in the Black Hills Region and have possession of a valid Known Crewmember Card (KCM). The airline identification badge and KCM must be verified by Airport staff. (Retirees and other employee groups do not qualify.)

B. Commuters must pay for their monthly parking through an automated credit card charge.

C. Commuter parking is not available on a part-time basis, such as temporary duty assignments for a seasonal service.

D. Commuters must re-apply for parking if they terminate from the parking program. If no space is available, they will go on a wait list.