MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: July 12, 2022
RE: BCI Properties, LLC Construction Application and Resolution No. 2022-08: A Resolution of Intent to Enter a Lease Option Agreement with BCI Properties, LLC

Attached is a construction application from BCI Properties, LLC. BCI Properties, LLC would like to build a hangar located on the airfield at Section 17, Township 1 North, Range 9 East, B.H.M., Pennington County, South Dakota. (The actual street address has not yet been established.) An exhibit of the potential lease area is attached.

The process would require Board approval of the construction application contingent on the execution of a Lease Option Agreement. Resolution No. 2022-08 meets the state requirement to publish our notice of intent to enter the Lease Option Agreement. The required public hearing and Lease Option Agreement execution will occur at the August 9, 2022, Board meeting.

Upon execution of the Lease Option Agreement, the tenant would then be able to proceed with the process in getting the hangar constructed. Final construction plans would be brought before the Board for approval prior to the start of construction. Upon completion of the hangar, a lease agreement would be executed with terms based on the Airport’s Leasing Policy.

**Staff Recommendation:** Staff recommends approval of Resolution 2022-08, A Resolution of Intent to Enter a Lease Option Agreement with BCI Properties, LLC, and approval of the Construction Application contingent upon execution of the associated Lease Option Agreement.
Construction Application:

BCI Properties, LLC

City of Rapid City - Rapid City Regional Airport

Thank you for your interest in construction at Rapid City Regional Airport (RAP). There are four governmental agencies involved in the approval process: the RAP Board of Directors, the City of Rapid City Building Services Division, the EPA, and the FAA.

Accordingly, the time-frame for the required forms/plans submittals, reviews, and approvals can take between 90-120 days. For this reason, it is extremely important that you work closely with RAP staff to ensure each step of the process is addressed.

Listed below are the steps to be followed in the approval/construction process:

☐ Review RAP Minimum Standards, General Provisions, and Rules and Regulations

☐ Complete & submit a Construction Application to RAP staff.

☐ Complete & submit a General Aviation Operators Permit Application (if applicable).

☐ RAP staff will review application(s) & make recommendation to the RAP Board.

☐ RAP Board will review and approve/deny application(s).

☐ Upon application approval, if a lease is required, RAP Board will provide Notice of Intent to enter into a long-term lease and use agreement (or short-term lease option for the purposes of design and construction). Public hearing will be held and based upon the hearing, the Board and Lessee may execute an agreement.

☐ Upon application approval, if an addendum to an existing lease is required, RAP Board and Lessee will execute the addendum. (No public hearing required).
AIRPORT CONSTRUCTION APPLICATION

☐ Submit final building plans to RAP Staff for engineer's review and comment.
☐ RAP Board will approve/deny final building plans.
☐ Complete FAA Form 7460-1 Notice of Proposed Construction and submit to FAA.
☐ Obtain DENR Permit (if applicable).
☐ Submit a Storm Water Pollution Prevention Plan (SWPPP) (if applicable).
☐ Submit a Spill Prevention, Control, and Countermeasure (SPCC) (if applicable).
☐ Submit City of Rapid City Building Permit Application and obtain Building Permit.
☐ Receive FAA Construction Approval.
☐ Begin construction in accordance with approved plans and requirements.
☐ RAP Staff and City Engineer will conduct in-work and final building inspections.
☐ After construction is completed, submit “As Built” plans to RAP Staff and obtain a Certificate of Occupancy from the City Engineer.
☐ Obtain a SASO Certificate if applicable.
☐ Occupy Improvement.

Applicant Name: BCI Properties, LLC

Applicant Mailing Address: 2950 N Plaza Dr., Rapid City, SD 57702

Contact Information: Zane Brink Managing Member
(605) 3905167 Name & Title
3905167 Telephone zbrink@quantaservices.com E-mail

Reason for Application: Construction of new hangar

Proposed Location: Please see attached lay out
AIRPORT CONSTRUCTION APPLICATION

Building Use: Storage of aircraft

Building Size: 100 Length 100 Width 20 Height

Notes: 73'4" x 18' Facing South for aircraft, 14' x 14' Auto Access Facing North

(Hangars: Approximate Hangar Door Size and access direction, Number of Units, etc.)

Type of Construction Materials Proposed:

[ ] Metal  [ ] Wood  [ ] Metal/Wood Combo  [ ] Other

Exterior Colors:

Cream Main Grey Trim White Doors Grey Roof

Utilities Requested: (Access Only – Tenant is responsible from utility source to building)

[ ] Electrical  [ ] Water  [ ] Sanitary Sewer  [ ] Telephone  [ ] Natural Gas

Contractor’s Name: Brink Constructors, Inc.

Contractor’s Address: 2950 N Plaza Dr., Rapid City, SD, 57702

Contractor’s Business Phone: 605-342-6966  Cell Phone: 605-390-5167

I understand I am required to contact the Rapid City Building Inspection Department (605-394-4157) to determine the appropriate building codes, to coordinate the proper plan review, and obtain the appropriate building/construction permits.

I understand I am required to provide the Rapid City Regional Airport a copy of all plans and specifications required to be submitted to the Rapid City Building Inspection Department.

I certify that if any information provided on this application changes as result of my own action or a requirement from the FAA, the Airport Board, or the City Building Inspection Department, then I will advise the Airport Director in writing of such changes.

I understand that submittal and approval of this application does not constitute an agreement or commitment by the Airport Board to lease the desired facilities as proposed in this
AIRPORT CONSTRUCTION APPLICATION

application. Such commitment by the Airport Board shall only be completed through an approved lease agreement that shall further call out the responsibilities of the Applicant and Airport Board.

I understand that I and/or my contractor will be required to meet with airport staff to review site plans, airport perimeter access points, and airport procedures for safety and security of airport construction projects.

I understand the following timeline of activities is approximate and shall be used as a guideline to coordinate the application review and approval process.

1) Construction Application, plans and specifications reviewed/approved with the City Building Inspection Department and Airport Board (30-60 day process)
2) Lease Agreement (60 day process)
3) FAA Form 7460-1 Notice of Proposed Construction (90-120 day process)

Applicant’s Signature ___________________________ Date 7/6/22

*** Board Administration Use Only ***

Variance Required: □ Yes □ No  Reason: ________________________________________

Airspace Submittal Date: _______________  Approved: _______________

Airspace Determination #: __________________

Locates Requested: _______________  Completed: _______________

Notes: ______________________________________

________________________________________________________________________

Building Permit Issue Date: _______________________

Airport Board Construction Site Approval: _______________

Airport Board Variance Approval: _______________

Public Hearing on Lease: _______________  Lease Approval Date: _______________

Airport Construction Application
City of Rapid City, Rapid City Regional Airport 01/01/2014 Edition
Potential Lease Area

SECTION 17, TOWNSHIP 1 NORTH, RANGE 9 EAST, B.H.M.
PENNINGTON COUNTY, SOUTH DAKOTA
OWNER: RAPID CITY REGIONAL AIRPORT