



City of Rapid City
4550 Terminal Road, Suite 102
Rapid City, South Dakota 57703
605-394-4195, ext. 8

Commuter Parking Rules and Regulations

City of Rapid City
Rapid City Regional Airport (RAP)

8. Commuter Parking Program

8.1. Definitions

“Commuter” means the authorized airline personnel of all organizations, activities, governmental agencies which are flying in or out of Rapid City Regional Airport.

“Violation” means the official written notification informing a commuter of a violation of any of the rules and regulation of the Airport.

“Tailgating” means following another vehicle thru an exit lane without allowing the exit arm to lower between vehicles.

“Parking Citation” means a notice that is personally given to the operator, or attached to the operator’s vehicle, informing the operator of a parking, equipment and/or other vehicle violation and the operator’s right to elect to pay the fine for the violation or contest the citation.

“Abandoned Vehicle” means any of the following: 1) any vehicle which is left in the parking lot for more than 90 days without prior permission; 2) any vehicle parked in any airport parking facility for more than 30 days using an airport parking hangtag without prior permission; 3) or any vehicle appearing to be non-functioning.

8.2. Commuter Parking Policy General Authority

8.2.1. The Rapid City Regional Airport “RAP” provides parking for authorized commuters who routinely fly to/from RAP. Parking is provided to commuters who are employees of airlines and other aviation related entities that reside in the Rapid City area. Commuter parking is offered on a space available basis.

8.2.2. These Rules and Regulations are designed to protect the public health, safety, interest, and general welfare of the operators, lessees, tenants, consumers, and users of RAP and to restrict or prevent any activity or action which would interfere with the safe orderly, and efficient use of the airport by its operators, lessees tenants, consumers, and users.

8.3. Terms and Condition on the Use of Airport Parking Privileges

8.3.1. Airport commuter parking privileges are for conduct of official airport/airline-related duties only. Airport commuter parking privileges may not be used for vacations, personal business matters, or business travel unrelated to the airport.

8.3.2. If a commuter uses an airport public parking facility for personal business (such as for personal travel or for picking-up or dropping-off others), the commuter shall pay the posted parking rates.

8.3.3. Parking hangtags and proximity cards are provided for the exclusive use of the authorized commuter. Parking privileges assigned to the commuter may not be transferred or shared with other commuters, employees, spouses, friends or relatives.

8.3.4. All vehicles must have a valid parking hangtag. Parking hangtags must always be displayed from the vehicle's rearview mirror while parked at RAP. The parking hangtag number shall be visible from outside the vehicle. It is the commuter's responsibility to ensure their hangtag is properly displayed, valid and corresponds to the commuter's vehicle on record.

8.3.5. Parking hangtags and proximity cards are not transferable and are intended for use by the owner to allow one vehicle access into the RAP parking facility. Proximity card cardholders must use a single entry followed by a single exit. Proximity cardholders attempting multiple consecutive entries or exits will be locked out of the parking access control system.

8.3.6. Commuters who forget their proximity card or hangtag will not receive validated parking and must pay posted daily or weekly rates for parking.

8.3.7. No commuter shall park their vehicle over 30 days without prior authorization. Commuters needing to leave their vehicle longer than 30 days must email RAP Ground Transportation at airportgt@rcgov.org for approval.

8.3.8. No commuter shall park their vehicle over or across the painted ground markings indicating a parking space. No vehicle habitation is allowed on any airport property or parking areas. No commuter shall move barricades, signage or other directional apparatuses in any airport parking facility.

8.3.9. No vehicle may tailgate another vehicle to gain access or to exit an airport parking facility. Further, if a vehicle operator tailgates another vehicle resulting in damages to either a vehicle or to airport property, the vehicle operator is responsible for the cost of repairs and subject to a violation or citation.

8.3.10. Misuse of issued hangtag, proximity card, or failure to follow any of the Rules and Regulations may result in suspension or revocation of Commuter Parking Program privileges.

8.4. Commuter Accounts

8.4.1. Commuter parking permits are limited to active airline flight crews whose primary residence is in the Black hills region and have position of a valid Known Crewmember Card (KCM). The airline identification badge and KCM must be verified by RAP. (Retirees and other employee groups do not qualify.)

8.4.1.1. All commuters authorized to participate in the RAP Commuter Parking Program must establish an account with the RAP Ground Transportation Office and provide information through the following portal:
<http://rapidcityairport.parkitmonthly.com>.

8.4.1.2. All commuter accounts must provide a valid credit card account number in the application process for an automated monthly credit card charge for the parking privilege. No other payment methods are allowed.

8.4.1.3. All new accounts must pay a one-time activation fee as per the Rates and Charges established by the Airport Board of Directors.

8.4.1.3. A copy of the airline identification badge should be emailed to airportgt@rcgov.org as part of the application process.

8.4.1.4. The KCM shall be presented to RAP for verification at the time the proximity card and hangtag are issued.

8.4.2. Monthly parking fees for participation in the RAP Commuter Parking Program are established by the Airport Board of Directors. The Airport Executive Director (AED) may waive these parking fees for government agencies or persons or entities that provide services to Rapid City Regional Airport. However, all other aspects of the Rules and Regulations apply.

8.4.4. Commuter parking services are invoiced on the 27th day of the current month for the next month's parking. The auto charge from the credit card on file will occur on the 1st of each month. Fees for unpaid accounts will be assessed as per the Airport Board's current Rates and Charges. In addition, commuter accounts delinquent more than 60 days may have parking privileges suspended until the account is brought current.

8.4.5. A Commuter must notify the RAP Ground Transportation office if the commuter wishes to cancel their account. Once the account is cancelled, the commuter must re-apply for parking if it is needed in the future. If no space is available, they will go on a wait list.

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

8.4.5.2. Refunds will not be issued if cancelled after payment has been received. Cancellation notices must be received by RAP prior to the 27th of the month to avoid paying for an additional month of parking.

8.4.6. A commuter may dispute the invoice amount by contacting the RAP Ground Transportation Office in writing as to why the invoice is disputed. However, the commuter shall pay the invoiced amount by the date due. Any subsequent adjustments to the invoice based on information provided by the commuter, and agreed to by RAP will be reflected in the following month's invoice. Failure to provide notice of changes to an account will not be grounds for dispute of an invoice.

8.5. Lost, Stolen or Damaged Hangtags and Proximity Cards

8.5.1. All lost hangtags must be reported immediately to the RAP Ground Transportation Office at 605-791-6817.

8.5.2. Fees for lost or stolen hangtags and/or proximity cards will be assessed against the commuter. Hangtags and/or proximity cards which are lost, stolen, or damaged may be replaced for a fee as per the current Airport Rates and Charges.

8.6. Enforcement

8.6.1. The AED has the authority to take such action as may be necessary to enforce these Rules and Regulations.

8.6.2. RAP Ground Transportation will attempt to contact the owners of any vehicles that appear to be abandoned to give the vehicle owner the opportunity to move the vehicle in question.

8.6.3. Violation of parking rules, whether or not a citation is involved, may result in the suspension or revocation of the commuter from the parking program. The decision to suspend or revoke a parking hangtag will be expressed to the commuter.

While the recommended action will vary depending on the severity of the violation, the following provides general guidance for action.

- 1st Offense – Written warning to Commuter.
- 2nd Offense – One-month suspension from the Commuter Parking Program.
- 3rd Offense – Three-month suspension from the Commuter Parking Program.
- 4th Offense – Permanent removal from the Commuter Parking Program.

During a period of suspension or following program revocation, the airport is not responsible for finding alternate parking or transportation for the employee.