



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

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# Employee Parking Rules and Regulations

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City of Rapid City  
*Rapid City Regional Airport (RAP)*

## 7. Employee Parking Program

### 7.1. Definitions

“Employee” means the authorized airport personnel of all organizations, activities, governmental agencies, located on or connected with the operation, maintenance, and servicing of the airport.

“Violation” means the official written notification informing an employee 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.

“Company” means any person, group or organization that employs people and pays them for work.

“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.

### 7.2. Employee Parking Program General Authority

7.2.1. The Rapid City Regional Airport “RAP” provides parking for authorized employees working at RAP. Parking is provided to employees of those agencies that reside in the airport terminal or as authorized by the Airport Board “Board”. Employee parking is offered on a space available basis.

7.2.2. 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.

### 7.3. Terms and Condition on the Use of Airport Parking Privileges

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

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

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

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

7.3.5. 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.

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

7.3.7. No employee shall park their vehicle over 24 consecutive hours without prior authorization. Employees needing to leave their vehicle longer than 24 hours must email RAP Ground Transportation at [airportgt@rcgov.org](mailto:airportgt@rcgov.org) for approval.

7.3.8. No employee 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 employee shall move barricades, signage or other directional apparatuses in any airport parking facility.

7.3.9. 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.

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

## **7.4. Company Accounts**

7.4.1. All companies authorized to participate in the RAP Employee Parking Program must establish an account with the Ground Transportation Office and provide information on authorized account representatives.

7.4.2. Monthly parking fees for participation in the RAP Employee 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.

7.4.3. Employers are responsible for payment of monthly parking fees for employees enrolled under the company's account. In addition, the employer is responsible for payment of an administrative fee as prescribed for the issuance of a new employee parking card.

7.4.4. It is the responsibility of the company account representative(s) to notify the Ground Transportation Office of any additions or deletions of employees from their parking account as soon as possible and return any issued proximity cards and hangtags.

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

## **7.5. Lost, Stolen or Damaged Hangtags and Proximity Cards**

7.5.1. All lost hangtags and/or proximity cards must be reported immediately to the RAP Ground Transportation Office at 605-791-6817.

7.5.2. Fees for lost or stolen hangtags and/or proximity cards will be assessed against the company, not the employee. 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. Proximity cards which no longer work properly due to a card defect will be replaced at no charge.

## **7.6. Enforcement**

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

7.6.2. 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.

7.6.2.1. An abandoned vehicle is any vehicle left in any airport parking facility for more than 90 days without any contact with the owner of the vehicle.

7.6.2.2. Any vehicles parked in any airport parking facility for more than 30 days using an airport parking hangtag will be considered abandoned.

7.6.2.3. Any vehicle appearing to be non-functioning will be considered abandoned regardless of time spent parked in any airport parking facility.

7.6.3. Violation of parking rules, whether or not a parking citation is involved, may result in the suspension or revocation of the employee from the parking program.

The decision to suspend or revoke a parking hangtag and/or proximity card will be expressed to the employee and the company's parking representative.

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

- 1<sup>st</sup> Offense – Written warning to Employee.
- 2<sup>nd</sup> Offense – Two-week suspension from the Employee Parking Program.
- 3<sup>rd</sup> Offense – One-month suspension from the Employee Parking Program.
- 4<sup>th</sup> Offense – Permanent removal from the Employee 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.