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General Aviation Maintenance Guidelines for Lease Renewal Board Adopted January 28, 2025

City of Rapid City

Rapid City Regional Airport

Maintenance Guidelines for Lease Renewal

Section 1 – Purpose

The purpose of the Lease Renewal Maintenance Guidelines is to provide the Airport Board and tenant with **expectations** for the proper maintenance, repair and condition of the hangar at a lease renew option. These standards provide a checklist for any maintenance inspection performed by the Airport, the tenant, or a third party during the lease term to determine compliance with lease maintenance obligations. It is expected that the tenant kept the property in good repair throughout the life of the lease and thereby the lease renewal should not be an undue burden on the tenant when they are seeking to renew the lease. The following areas of responsibility will be utilized by the Airport Board prior to making the decision to provide a new lease to the Tenant. Failure of the tenant to meet these maintenance guidelines may also result in the Airport utilizing its right to complete the improvements at the tenant's expense, in accordance with the applicable lease agreement.

Section 2 – Airport Mission

It is the Mission of the Airport to provide a safe, environmentally responsible and fiscally self-sustainable operation ensuring high quality services and facilities. Projects around the Airport have been initiated to meet the Airport's Mission, and we have made great progress in recent years. We are committed to making incremental improvements to ensure we have high quality facilities.

Section 3 – Goals

The following goals form the basis for these lease renewal condition standards:

IMAGE – To ensure the Airport has a high standard of care for the buildings located on the facility to ensure our Airport is welcoming, professional and esthetically pleasing. These hangars are part of our airport environment and should be kept to a standard that fairly represents the Airport's image and our community.

ECONOMIC – To protect property values and enhance investment and the development of industry and jobs.

ENVIRONMENTAL – To conserve existing natural features and minimize adverse impact on the ecosystem.

SAFETY – To provide secure storage of aircraft and equipment and to provide for a safe environment in and around hangars.

Section 4 – Maintenance Guidelines.

- (1) Building Foundation: Should be maintained to the proper elevation to prevent structural issues with the hangar. Areas that have sunk or eroded away over time must be brought up to proper grade elevation to protect the hangar.
- (2) Exterior Wood: Must be inspected for rot. If degradation or rot is observed, the exposed wood must be replaced.
- (3) Siding: Should be relatively free of damage such as dents and other structural and cosmetic defects. Punctures, missing fasteners, and hail damage should be repaired.
- (4) Paint: Siding, windows, trim, doors, and corner trim must be relatively free of chipping, fading, damage from the elements, etc. Faded or chipped surfaces should be repainted.
- (5) Gutters (if applicable): should be in full working order and relatively free of damage, dents, and chipped paint. Any deficiencies must be corrected.
- (6) Windows and siding light panels: Should be in good working order and free of damage. Windows with interior broken seals shall have the glass replaced. Siding light panels shall be free of dry rot and able to withstand the length of the lease. If they appear to be breaking down, they should be replaced.
- (7) Roof: Hangar roof sheeting shall be relatively free of damage like dents, punctures, hail damage, missing fasteners. Any deficiencies must be corrected.
- (8) Hangar Door(s): The hangar door siding shall match or compliment the siding color for the rest of the hangar. The door should operate without issue. Structural components of the door must be inspected for rust, broken welds, missing fasteners or other structural degradation. The door's mechanical and electrical equipment must be inspected for wear and tear or any missing components, loose wires or other deficiencies. All deficiencies must be repaired or replaced.
- (9) Hangar Weather Seals: Weather seals around hangar doors, windows and walkthrough doors shall be in good working order and relatively free of rips and tears. Any deficiencies must be corrected.
- (10) Concrete and Asphalt pavement(s), paved walkways and stoops: Concrete panels shall be relatively free of cracking and spalling. If the concrete is cracked or spalled beyond repair with a simple rout and seal of the crack, the pavement shall be replaced. Asphalt spalling, alligator cracking, and delamination must be patched or replaced. If pavement damage is reflecting into adjacent pavement, and it is failing and causing damage to the adjacent pavement as a result, the pavement must be replaced or repaired to prevent additional future damage to adjacent pavement. Any pavement that has uneven settling/lifting must be altered to ground level to avoid creating tripping hazards.
- (11) Landscaping: Missing or dead shrubs, weeds in rocks, missing edging, and debris that can be tracked off the lot must be mitigated to prevent safety issues like Foreign Object

Debris (FOD) that can cause damage to aircraft. Grass is the preferred coverage for the ground around the hangar, however other non-FOD producing stable materials are acceptable options.

- (12) Grass: Should be well established, maintained and whenever possible the use of weed control shall be used. The practice of burning off all vegetation is not allowed as it causes erosion of the soil around the hangar and future foundation issues and is unsightly.
- (13) Lot Condition: The lots shall be kept clean, free of Foreign Object Debris (FOD) producing items, the weeds shall be controlled and there shall be no outside storage unless approved by the Executive Director.
- (14) Hangar Identification Signage: All signs on the building must include the Airport's standard number system, be free from fading and visible. Signage is used by the Airport's Fire Department to identify the hangar in the event of an emergency. All new signage must be approved by the Executive Director and shall be kept in good repair at all times.
- (15) Exterior Lighting and Outlets: All exterior lighting shall be in proper working order. The fixtures must be free from damage, relatively free from rust, bird nests, hives and other hindrances. Outside outlets shall meet the appropriate local building codes and be relatively free from damage.
- (16) Environmental Conditions: The hangar and associated lot shall be free of signs of dumping petroleum products, solvents or other hazardous materials that could negatively impact the environment or violate the SPCC Plan. If the Airport finds signs of what appear to be dumping or leaking of hazardous materials, the Executive Director may require the tenant to hire a company to take samples of the affected area(s). All costs associated with testing and any mitigation of the ground shall be the responsibility of the tenant.
- (17) Interior Electrical: Must be kept in good condition. Switches and outlets must have all the code required plates and they shall be free of damage. There shall be no exposed wiring that does not appear to be finished, is damaged or in need of repair. Outlets shall meet the appropriate local building codes and be free from damage.
- (18) Interior Heat: There shall be no obvious leaks. The heater unit shall be clear of debris, clean and operated on demand to prove it is in working order.
- (19) Interior Plumbing (if applicable): The interior plumbing shall be in working order. Fixtures shall be free of damage, cracks, corrosion and shall not be leaking. Toilets shall flush as normal, and all water faucets shall be in working order.
- (20) Interior Insulation: All insulation shall be properly sealed and relatively free from visible rips and tears. Damaged insulation or vapor barriers must be repaired and properly sealed.

- (21) Fire Hazard: The hangar must be inspected by the Airport's Fire Department for any obvious fire hazards. No storage of compressed gas is allowed in the hangars, unless otherwise approved, and all combustible materials must be stored in the proper containment.
- (22) Hangar Use: The primary use of the hangar is for aeronautical purposes, i.e., the storage of aircraft. Additional ancillary items may be stored in the peripheries of the hangar so long as those items do not interfere with the aeronautical use of the hangar. The aircraft must be able to move into and out of the hangar without obstruction from ancillary items. Cars may replace the aircraft when it is out of the hangar. Tenants who choose to use the hangar solely for the repair or construction of a non-airworthy aircraft shall provide a schedule to the Airport for the construction of the aircraft. The Board will inspect the non-airworthy aircraft every twelve months to ensure the repairs or construction is on schedule.

Section 4 – Damage and Restoration

As a best practice, it is recommended that tenant inspects (or has the hangar inspected) after major storm events including winds in excess of 80 miles per hour for a period of time, major snow events and/or hail storms. These weather events have the potential to cause damage to the hangar and can impact the integrity and/or appearance of the structures. An insurance inspector should be able to properly determine if repairs or replacements are needed. Hail in excess of the size of a quarter should trigger the tenant to get the hangar inspected. Any proceeds from an insurance claim shall be used to replace the damage, per the lease agreement.