



Operations Memorandum

To: CVG Airlines and Tenants
Subject: CVG BHS Ops Reduction Plan
Date: March 19, 2020

COVID-19 RESPONSE: CVG BHS OPS REDUCTION PLAN

KCAB has worked in collaboration with airline and TSA leaders to establish an operational plan to maximize staffing availability and efficiency in the baggage handling system given the significant reduction in passenger travel and imminent reduction in flight operations due to the threat of COVID-19 virus. The following details the strategic changes being made in the baggage handling system and the effective dates and hours that the policy will be in place. **Airlines are asked to continue to share projected bookings and/or full-day load factor** so that operational adjustments can be made should the campus experience COVID-related staff disruptions. **Please send this daily to KCABresponse@cvgairport.com.** This information will be used for INTERNAL purposes only.

Effective Friday, March 20

Opening to 1530 Daily

- Pair EDS screening units 1&2 and 3&4 for alternate day use, or combination thereof. TSA and ABM will determine daily which units are best utilized.
 - o Requires only 1 ABM to monitor and prevent jams; reallocate the other ABM staffer.
 - o Tracking improvement and less complexity; reduces four lanes merging down to two onto the single exit lane.
 - o Incremental power savings to be gained from units being in standby or power-down modes.
- Route all bags to Concourse A for the near-term until longer-term operational volume is determined.
 - o Place tilt-tray sorter in standby mode.
 - Reallocates 1 ABM staffer from the manual encode perch to work on / monitor other system functions.
 - Variable 15-20% of Concourse A bags are routed onto the Sorter; if not familiar, an ABM staffer must hand code routing of these bags.
 - Volume routed to the tilt tray is often a result of poor bag tag legibility and bad scan on the older section of the system.
 - Downtime will permit personnel to conduct tag quality audits in the coming weeks.
 - Incremental energy and associated costs savings from limiting sorter operation.
 - Sorter still to be exercised to ensure return to service capabilities when warranted.
 - Minimize the overall risk to BHS operations by reducing use of the vulnerable Tilt Tray portion.

- Increase any interim maintenance opportunities that may exist with available down-time to work on specific lines, carousels, functions.

Effective Thursday, March 26

1530 to Closing Daily

- Consolidate operations to T-drive.
- All checked bags to be sent down the oversize belts on East and West ticketing.
- Regular induction lines will stop until the following morning.

*Remember that the system will need to 'purge' any bags were inducted on the regular lines up to 1530; these bags will still be routed to Concourse A. We recommend using your internal radio communications between ticketing and bag/ramp to confirm when last bags are sent on the regular lines.