



## Operations Memorandum

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**To:** CVG Airlines and Tenants  
**Subject:** Remote Parking Options and Procedures  
**Date:** November 6, 2019

### Effective Immediately

This Operations Memorandum incorporates prior guidance regarding CVG's remote parking options for excess aircraft. All prior guidance should be removed from airline and ground operators' reference materials. Please review in detail as options have changed.

### Reservations

The Kenton County Airport Board (KCAB) utilizes a reservation system to coordinate remote parking requests by aircraft operators. KCAB must be notified and approve an assignment prior to aircraft positioning. Please email the Airport Operations Center (AOC) at [7777@cvgairport.com](mailto:7777@cvgairport.com) to request a reservation of a remote parking spot. If an immediate occupancy is needed, please notify the AOC via phone call at 859-767-7777. Parking spots are billed by a 24-hour period monthly.

### Responsibilities

- Daily fees apply.
- Operator **must**:
  - Make radio frequency calls to appropriate ground controller prior to aircraft movement. Delta Ramp Tower frequency 130.9 for departures.
  - Take safety precautions prior to ensure damage to parking area of other aircraft does not occur (i.e. cones, FOD walks).
  - In accordance with NFPA 410 "Aircraft Maintenance" Chapter 10, provide mission-applicable fire bottle and stage next to the aircraft when maintenance actions are performed.
- Secure any safety and access equipment when not in use (chocks, cones, stairs)
  - Ground Support Equipment (GSE) must be removed from the ramp when operator's aircraft vacates the remote spot and during snow events to support clearing. **NOTE:** GSE may be staged in the designated area outside of the Concourse. A bag makeup area but must remain clear of the fire exit door leading from upper-level Gate A1 (currently meeting space).
- Aircraft must remain clear of:
  - Active taxilanes, taxiways and roadways.
  - The Area to the east of Positions R1 through R4 (red-dashed line as depicted on "T-1 West Apron") as it is not suitable for parking.
  - The Object Free Area (OFA), as marked on the ramp as alternating yellow-black dashed lines.

## Parking Areas

### Apron 1: North and South

Diagrams labeled “Apron 1 - North”, “Apron 1 - South”: Positions R1 - R12.

- For parking locations to the right (East) of Taxi-lane Echo, the Yellow/Black dashed line indicates Object Free Area (OFA); wingtips must remain clear, left (west) of the line.
- If an aircraft is parked in R5 the spots R1-R4 can't be utilized, always park sequentially beginning with spot R1.
- Aircraft using Position 1 may taxi through to Ramp 2N Taxi-lane.
- Position R9 may not be used when 8 is active and vice versa.
- Position R11 may not be used when R12 is being used and vice versa.

#### South

Spot	R1	R2	R3	R4	R5
Max A/C	747-8	747-8	747-8	747-8	767-3
Power In/Out?	Yes	Yes	Yes	Yes	Yes
Nose Facing	SE	SW	SW	SW	SW

#### North

Spot	R8	R9	R10	R11	R12
Max A/C	747-8	747-8	747-8	747-8	747-8
Power In/Out?	No	Yes	No	No	Yes
Nose Facing	East	SW	East	East	West

### Departure Routing

- Position R1 should follow lead line to Taxi-lane Ramp 2N and proceed as directed
- Positions R2 through R12 should depart via Taxiway Echo and proceed to the nearest FAA call spot

### Apron 2

Diagrams labeled “Apron 2”: Positions R20 – R25

Spot	R20	R21	R22	R23	R24	R25
Max A/C	767-3	767-3	767-3	767-3	767-3	767-3
Power In/Out?	Yes	Yes	Yes	Yes	Yes	Yes
Nose Facing	West	East	West	East	West	East

### **Arrival Routing**

- Aircraft will enter positions via Ramp 2N Taxi-lane, taxi/tow between the middle of the positions

### **Departure Routing**

- Aircraft will exit Positions joining the Taxi-lane immediately forward of the nosewheel stop / T-bar

## **Apron 3 and Apron 4**

Diagrams labeled “Apron 3”: Positions R30 – R37 and “Apron 4”: Positions R40 – R46

- Larger aircraft can be parked in this area if special request and arrangements have been made.
- Aprons 3 and 4 also serve as De-Ice Pad #13 and will be limited during Winter months

Spot	R30	R31	R32	R33	R34	R35	R37
Max A/C	767-3	A321/737	767-3	A321/737	767-3	A321/737	A321/737
Power In/Out?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nose Facing	SW	SE	SW	SE	SW	SE	SE

Spot	R40	R41	R42	R43	R44	R45	R46
Max A/C	A321/737	767-3	A321/737	767-3	A321/737	767-3	A321/737
Power In/Out?	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Nose Facing	SE	SW	SE	SW	SE	SW	SE

### **Arrival Routing**

- Group IV and V (widebody) aircraft must enter from the northwest corner of Apron 4 from Taxiway Echo via Ramp 2S Taxi-lane

### **Departure Routing**

- Aircraft must exit from the southeast corner and taxi directly to FAA Call Spot 10 or from the southwest corner and taxi directly to FAA Call Spot 12.

## **Apron 7**

Diagrams labeled “Apron 7”: Positions R70

- This area is De-Ice Pad #7 and will be limited during Winter months
- Remain within the red designated box/markings

<b>Spot</b>	R70
<b>Max A/C</b>	767-3
<b>Power In/Out?</b>	Yes
<b>Nose Facing</b>	South

### **Departure Routing**

- Aircraft should park facing South and will depart the same direction
- Only 2 aircraft may be positioned at one time to allow aircraft access to/from the Delta Maintenance Hangar