

To: CVG Airlines

From: Brian Cobb, VP - Customer Services

Subject: Revised_Employee Parking Lot Winter Conditions

Date: November 17, 2014

Due to the extreme winter conditions, employees are asked to begin using alternate parking locations (indicated in green) shown on the employee parking lot map below. Current barricades will be relocated and a fourth shuttle stop will be added (indicated in yellow). The fourth stop will not be sheltered. Use of the alternate parking locations will allow for plowing and salting to take place. As parking areas are cleared, they will be reopened for use. This plan will be only as effective as employee participation with the alternate parking locations.

Should vehicles be stranded and the employee needs assistance in removing, please contact Standard Parking at extension 3106.

Thank you for supporting this temporary condition.

