



Operations Memorandum

To: CVG Airlines and Airport Tenants

From: Brian Cobb, VP - Customer Experience

Subject: Unauthorized Smoking Areas

Date: July 28, 2014

Ramp Safety and Fire Inspections have surfaced evidence of smoking in unapproved areas. This includes curb fronts, stairwells, and bag makeup areas. Smoking in unauthorized areas continues to be a serious issue at the Airport for obvious safety reasons.

If inspection conditions do not improve, the Airport may consider an ordinance to permit more severe fines for smoking in non-authorized areas and the potential elimination of all smoking areas to ensure public health and safety obligations are met.

Personnel are reminded and required to smoke only in approved, marked areas. As outlined in the Kenton County Airport Board's "Safety and Security Handbook", a smoking violation is a Level One Penalty. Those cited with Level One Penalties come with the following guidelines:

- 1st Offense*
Warning
- 2nd Offense*
Retraining within 5 days of violation
- 3rd Offense*
One-day suspension from access to the AOA – ID held until violator and supervisor go through retraining at the Identification Office.
- 4th or Additional Offense*
Will be at the discretion of the Director of Operations [VP of Safety, Security and Compliance] or his designee, which could have a suspension of up to one year or permanent revocation of ID.

Smoking Regulations

*In accordance with KCAB Ordinance 2013-02):
Section I (22)*

"No person shall smoke or carry a lighted cigar, cigarette, pipes, matches, or use any electronic cigarette or any open flame in or upon any fuel storage area, public landing area, public ramp or apron area, public passenger ramp and apron area, public cargo ramp and apron area or public aircraft parking and storage area, on any open deck, gallery or balcony contiguous to and overlooking any such area, in any other place where smoking is specifically prohibited by signs, or upon any open space within fifty (50) feet of any fuel service vehicle which is not in motion."

Section II (11)

"No person shall smoke or carry a lighted cigarette s, cigars, pipes, matches, or any open flame or use any electronic cigarette in or upon the public areas of any building on the Airport, except in designated smoking areas."

In accordance with Kenton County Airport Board General Policies (Smoke-Free Workplace #4014)

1.0 Smoking is prohibited in all KCAB buildings with the exception of the designated Public Smoking Rooms.

2.0 Smoking is permitted in the following locations:

- *Public Smoking Rooms*
- *Outdoors, at least 25 feet from the main entrance of the respective buildings*

NOTE: Outdoor public areas are limited to where designated ash urns are located and away from valet parking and skycap podiums. Ramp-level smoking at Concourses A and B is only approved in the designated smoking areas. Ramp access is required to reach the areas. All Airport badge access and escorting requirements are in effect.

