



## Operations Memorandum

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**To:** CVG Airlines and Tenants

**From:** Brian Cobb, VP - Customer Experience

**Subject:** Employee Parking Lot Temporary Entrance/Exit Closures

**Date:** October 30, 2017

**As early as Tuesday, October 31, 2017**

### **TEMPORARY LANE CLOSURES AT THE EMPLOYEE PARKING LOT ENTRANCE/EXIT**

KCAB's contractor will reconvene work at the entrance/exit of the Employee Parking Lot this week. Initial work is expected to be complete by Wednesday, November 8, dependent upon weather conditions. The Employee Parking Lot will remain open throughout the course of this work; no delays to the operation are anticipated at this time. Please be aware of closures and workers in the area.

This work is connected to a larger project to support CVG's growing local customer base. Within recent months, CVG has exceeded capacity at the ValuPark lot located on Donaldson. You may recall KCAB's anticipating this by implementing restrictions to employee parking in the garage complexes. The garage has acted as an interim overflow; however, this is not a long-term solution.

Given available capacity in the Employee Lot, plans are under development to create a complimentary parking product to ValuPark. In the coming weeks, employees can anticipate a more detailed plan for what is involved in this work effort. No official date has been established. At a high-level, employees may anticipate:

- No change to free parking for employees
  - o Current work is related to card readers (employees) and ticket machines (customers)
- Lot separation through constructed means (to be determined)
- Separate shuttle transports for customers and employees
- Shuttle station pick-up locations in both lots