



## Operations Memorandum

**To:** CVG Airlines and Tenants  
**Subject:** Employee Lot Closure and New Employee Parking Guidance  
**Date:** May 4, 2020

**NEW PARKING PASSES ATTACHED: VALID 5/4-5/31**

### **EMPLOYEE LOT CLOSURE AND NEW EMPLOYEE PARKING GUIDANCE**

With the reduction in flight activity, the Employee Lot entrance will continue to remain closed until further notice. Signage will be placed at the entrance to the lot and all entrance lanes will be closed and matrix badge swipe readers will be covered. Employees should proceed to the Terminal Parking Garage. See further instructions below.

The Employee pick up location (outside of Door 10) at the Terminal, will also have signage indicating the closure of the Employee Lot.

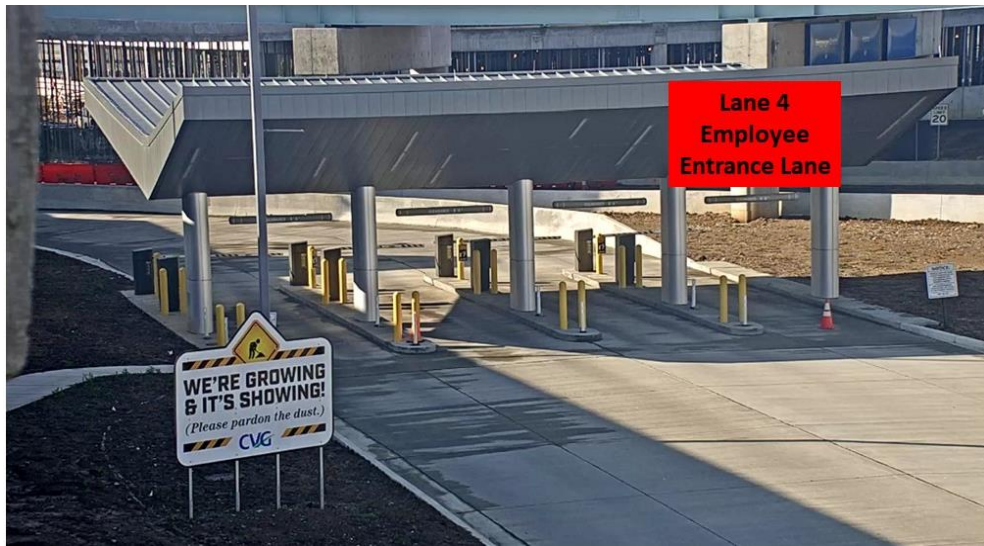
### **Garage Parking:**

While the Employee Lot is closed, all badged employees who remain working on-site at CVG, will be afforded Garage parking at NO COST. For employees to receive free Garage parking, the following instructions must be passed along to your staff:

- Employees can only enter through **LANE 4 of the Garage** as noted in the picture below. Signage will be placed overhead at the lane indicating "Employee Only".
- Employees will pull a parking ticket.
- We are asking employees to park on the roofs of the Garage (Rows C 14 – 22 and E 24-40) because the Parking Contractor is in the process of cleaning and power-washing the entire Garage.

### **Reminders:**

- **It is imperative that airlines and tenants share the attached with their employees and commuters. If employees do not receive the parking pass, they will not receive the discounted parking rate for the garage and will have to pay the full \$10.**
- **It is the responsibility of those on the distribution list to forward the attached to their employees and commuters.**
- **Employees MUST RETAIN the parking ticket when entering the Garage. At the EXIT PLAZA, employees should insert the parking ticket (FIRST) then the Parking Pass (Coupon Below).**



Barcode Id: 16587

Barcode #: AV95F281340AB

Validation Name: Employee Garage

Validation Number: 22

Number of uses: Unlimited

Valid for lot #: 1

Valid from: 4/30/2020 12:00 AM

Valid to: 5/31/2020 11:59 PM

Message: Employee Garage validation  
expires 5/31/20

- Exit via a cashier booth or automated lane. At a cashier booth present the entry ticket and QR code. For exits via the automated lane, please follow instructions below.

#### Step 1: Credit Card Lane

Insert the ticket pulled on entry, into the credit card machine. Machine will display the parking fee due.

#### Step 2: Credit Card Lane

Next, place & hold the validation slip or your phone in the lighted slot to scan the QR code. A red line will display if there's a successful scan. Display will show \$0 fee and exit gate will lift.



Employees can use this QR Code each day they park in the Garage. The QR Code will expire on May 8th. At that time, if the Employee Lot has not reopened, another QR Code will be distributed.

Important to note that the QR code can work from an employees' phone but the picture must be clear. If there's any shadow or line across the QR code it won't be read at the automated lanes.

Any questions, please call 859-767-3106 or email [park@cvgairport.com](mailto:park@cvgairport.com)