



## Operations Memorandum

**To:** CVG Airlines and Tenants

**From:** Lisa Ransom, Director - Parking & Ground Transportation

**Subject:** Employee Monthly Parking

**Date:** April 3, 2017

Effective **Thursday, June 1:**

Notifications are being sent to each participating employee in the Monthly Garage Parking program. The letter outlines the coming changes to the garage parking areas and future planning needs. A copy of the letter is illustrated below and associated map on the next page:



P.O. Box 752000  
Cincinnati, OH 45275-2000  
Phone: 859-767-3151  
Fax: 859-767-3080  
cvgairport.com

March 31, 2017

Dear Employee Monthly Parker:

It has been an eventful start to the year and we're only in the first quarter of 2017. With existing carriers increasing service and up gauging aircraft as well as new carriers bringing new service to CVG, the number of local passengers flying out of CVG will increase by more than 25% for 2017 when compared to last year. To prepare for the increase in local passengers and the additional need for passenger parking, all airport parking programs have been reviewed, including the Employee Monthly Parking Program and the Employee Day Rate Program.

In an effort to continue the Employee Monthly Parking Program and still provide you with garage parking, it has become necessary to relocate your assigned parking area to the Terminal 1 garage only, **effective June 1st**. See enclosed map for reference. Your dedicated parking spaces will be rows 1-11 located in the former Terminal 1 parking garage. The crossover bridge to Terminal 2 garage will no longer be accessible. The existing entrance/exit location at the west end of Terminal 1 will remain the same for now. We also wanted to take the opportunity and let you know that the Employee Day Rate parking program will be no longer offered after June 1.

While we recognize the relocation creates a further walk and is not as convenient as the existing location, it is a necessary for the Airport to make these changes in order to meet the current and on-going demands of our growing passenger base. If you decide you want to leave the parking program, please contact us before **May 12th** so we can remove the automatic credit card charge from your account.

In addition, we want to make you aware that as we move forward with the design and roadway changes necessary for the construction of the Consolidated Rental Car Facility (CONRAC), which is scheduled to begin later this year, it is likely the Employee Monthly Parking Program will be impacted and ultimately will result in the program ending altogether. To keep you informed of any future operational changes, we will contact you by email. To ensure we have the most up to date contact information, please confirm your email address on the attached form or update accordingly.

Thank you for your cooperation and understanding regarding these changes. As always, should you have any questions or need clarification, please contact us at 859-767-7029 or email us at [park@cvgairport.com](mailto:park@cvgairport.com).

Sincerely,  
Kenton County Airport Board

Lisa M. Ransom  
Director, Parking & Ground Transportation

## CVG Employee Parking

