



Operations Memorandum

To: CVG Airlines and Tenants

From: Brian Cobb, VP - Customer Experience

Subject: CVG Administrative Offices Relocation and Terminals 1 & 2 Closure

Date: August 26, 2015

The Kenton County Airport Board (KCAB) Administrative Offices will be relocating to the office building at 77 Comair Boulevard (see campus map below). Please note the following important changes and implications to services and Terminal 1 and 2 access.

Airport ID Office

- Closed Thursday and Friday, September 17 and 18
- Open at 77 Comair Blvd on Monday, September 21

Airport Admin Offices

- Closed 12:00 p.m. Friday, September 25
- Open at 77 Comair Blvd on Monday, September 28

KY Career Center's Airport Employment Office (in former Terminal 1)

- Closing on Wednesday, September 23
- Airport support services will transition to the Covington Office with Marsha Baker remaining as the Airport's primary liaison.

Terminal 1 Restricted Access

- Effective Thursday, October 1
 - o Monthly Garage and Pay-per-Day parkers and will need to walk through the garage area to reach the Main Terminal; the Terminal 1 and 2 interior walk path will be closed.
 - o TANK shuttle pick-up and drop-off at Terminal 1 will be discontinued.
 - o FedEx, Host, and Ultimate Jet Shuttle will continue to have access to the lower level lobby area; these respective operations will relocate during October and November.

Security sweeps and cameras will remain active until building demolition begins later this year.



