Operations Memorandum

To:	**CVG Airlines and Deice Teams**
From:	**Brian Cobb, VP - Customer Experience**
Subject:	**Airport Facilities Mapping Project**
Date:	**September 29, 2015**

KCAB and its contractors are initiating an Airport Facilities Mapping Project. The scope of the project requires access to tenant space for mapping purposes. Please see the phasing information listed below for project oversight, location impact, assigned contractors, and map indicators.

KCAB Project Lead:	Daniel Tucker, 859-743-1213, dtucker@cvgairport.com
Badged Contractor:	PCA Architecture
Start:	Week of September 28, 2015
End:	Jan 1, 2016
Areas:	-Concourse 'A' - Documenting every room and the critical systems (door #'s, utilities, etc.). Most rooms will be a cursory look but, any rooms that have critical systems will be documented.
	-CVG Centre, KCAB Cargo Building and ATPAC (Pannco) Building
Badged Contractor:	Innovtec
Start:	Week of September 28, 2015
End:	TBD
Areas:	Terminal, Concourse 'A' and Concourse 'B'

- Laser scanning every room in all 3 facilities. This will entail setting up a
- Survey scanning device in each room for approximately 5-10 minutes at each setup (some will have multiple setups).
    o Small rooms will only take one setup
    o Larger rooms and rooms with a lot of equipment, furniture, etc. may take multiple setups.

-   Paper survey targets (shown below) will be placed on walls. Please do not remove or change the position of the target. The contractor will remove when complete.

Badged Contractor   Dynamix Engineering

Start: Week of October 5, 2015

End: TBD

Areas: -Terminal and Concourse 'B' - Documenting every room and the critical systems (door #'s, utilities, etc.). Most rooms will be a token look but, any rooms that have critical systems will be documented.

Daniel Tucker, KCAB Project Lead, will make all attempts to provide advance notification of when tenant space will be accessed. Additional measures will be taken for public spaces to occur during low activity.