



Operations Memorandum

To: CVG Airlines and Ground Operators
From: Tim Zeis – Chief Operating Officer
Subject: Movement Area Access Requests
Date: November 24, 2015

The CVG “Movement Area” are runways and taxiways (a.k.a. Airfield), where the movement of aircraft and vehicles are closely controlled by the FAA. KCAB has a very restrictive Movement Area access policy to minimize the opportunities for Runway Incursions (RI), more specifically a Vehicle / Pedestrian Deviations (V/PD), and to minimize the opportunity for Foreign Object Debris (FOD).

Periodic requests are made of KCAB to escort personnel and equipment into the Movement Area. These requests can be categorized into two basic types;

1. Escorting **to/from** the Airfield (a.k.a. Movement Area)
 - Example: Aircraft mechanical issues or evacuated passengers, etc.
2. Escorting **across** the airfield, **traversing** the Movement Area.
 - Example: Large or slow moving equipment/objects going from one ramp area to another.

Escorting for the first type of activity will continue to take place as normal. Going forward, escorting for type 2 activity will have increased scrutiny before any permission is granted. The following provides some background as to why there is a change in approach. Recently, a request made to KCAB to escort vehicles hauling non-emergency related equipment from one side of the airfield to the other due to the shorter distance and to avoid public roadways. KCAB agreed, as a courtesy however, in retrospect concerns were surfaced over the condition of the equipment being relocated and the ability to control FOD, the route used and discovery of minor pavement surface damage as well as the duration of the escort resulting in tying up critical emergency personnel for an extended period of time. The review also surfaced concerns over the frequency and vetting of similar requests.

As previously mentioned, going forward type 2 request will have an increased level of scrutiny therefore the requestor should plan accordingly by:

1. Considering an alternate routing that avoids the Movement Area
2. Submitting a request to KCAB, if an alternate routing is not possible, per the following guidelines:
 - a. Requests should be a week in advance but no less than 72 hours before the desired movement day
 - b. Requests must be sent via email to the ACC (Airport Communications Center) 7777@cvgairport.com
 - c. Requests should include:
 - Contact name, title, and phone #
 - Locations (From / To)
 - Purpose/intent of relocation request and why the Movement Area route is necessary
3. Be prepared in the event the request is delayed to allow for additional planning considerations or denied altogether.