

Cincinnati/Northern Kentucky International Airport

Operations Memorandum

To: KCAB

From: Lisa Ransom, Director – Parking & Ground Transportation

Subject: Parking Validations and Visitor Parking – **UPDATES**

Date: September 3, 2013

Parking Validations: Effective September 5th, visitors doing business with KCAB staff will be provided courtesy parking in the form of a pre-encoded validation ticket, which can be accepted at any cashier booth or self-service credit card machine in the parking garage. One-Day Complimentary Parking Coupons and “Clamshell” –validated tickets already distributed will **only be valid for the next two weeks (through September 16th)**, and only accepted at cashier booths.

Validation tickets will be pre-encoded by the Parking and Ground Transportation Department (PG&T) with the requested discount amount and expiration date. Visitors will be required to present their original garage entrance ticket **and** the new validation ticket when exiting.

Should your department have a need for validation tickets, please submit your request to PG&T **at least one day in advance** or as early as possible, as they will be encoded and printed on an as-needed basis. The front desk will continue to have a supply of one-day validation tickets for those unexpected circumstances that warrant a need.

*****Please note, upon requests for replacement stock, we ask that you return any clamshell devices or unused Complimentary Parking Coupons that you or your department currently have*****

Visitor Parking: Effective September 5th, visitor parking will be available inside the Terminal 1 Garage. Access to this area is through use of a ticket dispenser now located at the entrance, newly signed “Admin Building – Parking”. Note, Rows A-6 through A-8, are not available to visitors; they are reserved spaces, as indicated with signage. To exit this area, visitors need insert their parking entrance ticket and a pre-encoded validation ticket or credit card, at the self-serve credit card machine. Please note that no other form of complimentary parking, other than the pre-encoded validation ticket, will be accepted at the Terminal 1 Garage.

For any questions or concerns, please contact:

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