



Operations Memorandum

To: CVG Airlines and Tenants
Subject: Employee Lot Closure and New Employee Parking Guidance
Date: March 25, 2020

EFFECTIVE MARCH 27 AT 12:00 PM

EMPLOYEE LOT CLOSURE AND NEW EMPLOYEE PARKING GUIDANCE

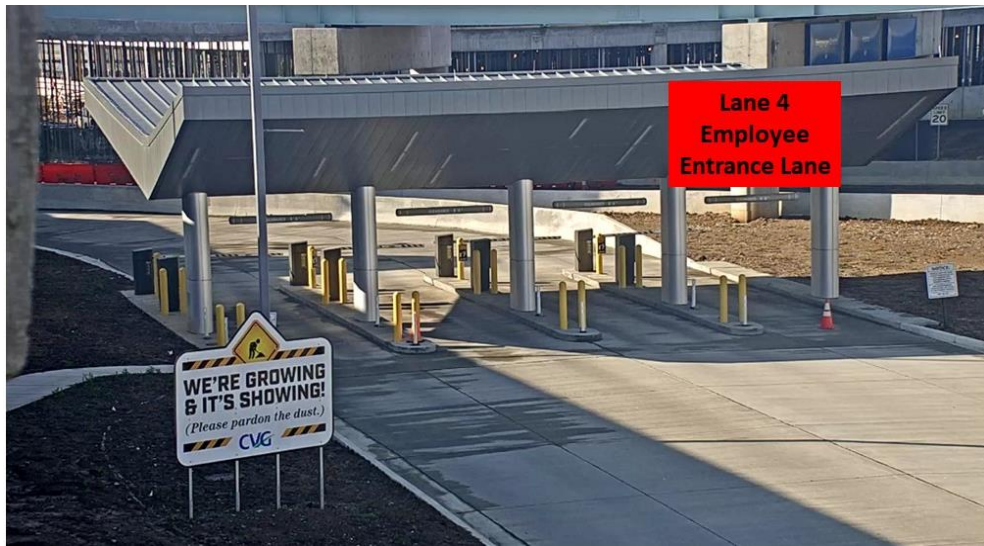
With the reduction in flight activity, the Employee Lot entrance will close until further notice, effective March 27th at ~ Noon. Signage will be placed at the entrance to the lot and all entrance lanes will be closed and matrix badge swipe readers will be covered. Employees should proceed to the Terminal Parking Garage. See further instructions below.

The Employee pick up location (outside of Door 10) at the Terminal, will also have signage indicating the closure of the Employee Lot. (It's important to note that we WILL still have SOME shuttles in operation to transport employees from the Terminal to the Employee Lot in order for them to retrieve their vehicles and the employee exit lanes will remain open for the time being until the majority of vehicles are out of the lot. However, the shuttles will be on a much reduced schedule after March 27th so it may take some time for employees who are in the lot for more than one day to return from the Terminal to the Lot)

Garage Parking:

While the Employee Lot is closed, all badged employees who remain working on-site at CVG, will be afforded Garage parking at NO COST. For employees to receive free Garage parking, the following instructions must be passed along to your staff:

- Employees can only enter through LANE 4 of the Garage as noted in the picture below. Signage will be placed overhead at the lane indicating "Employee Only".
- Employees will pull a parking ticket.
- We are asking employees to park on the roofs of the Garage (Rows C 14 – 22 and E 24-40) because the Parking Contractor is in the process of cleaning and power-washing the entire Garage.



- Upon exit, Employees must use the QR Code (below) in the attached document to obtain free parking in the Garage.



Barcode Id: 16333
Barcode #: AV9C1B2A64E35
Validation Name: Ground Trans 100%
Validation Number: 20
Number of uses: Unlimited
Valid for lot #: 1
Valid from: 3/25/2020 12:00 AM
Valid to: 4/10/2020 11:59 PM
Message: Employee Garage Parking ONLY
Exp 4/10/20

- Exit via a cashier booth or automated lane. At a cashier booth present the entry ticket and QR code. For exits via the automated lane, please follow instructions below.

Step 1: Credit Card Lane

Insert the ticket pulled on entry, into the credit card machine. Machine will display the parking fee due.

Step 2: Credit Card Lane

Next, place & hold the validation slip or your phone in the lighted slot to scan the QR code. A red line will display if there's a successful scan. Display will show \$0 fee and exit gate will lift.



Employees can use this QR Code each day they park in the Garage. The QR Code will expire on April 10th. At that time, if the Employee Lot has not reopened, another QR Code will be distributed.

Important to note that the QR code can work from an employees' phone but the picture must be clear. If there's any shadow or line across the QR code it won't be read at the automated lanes.

Any questions, please call 859-767-3106 or email park@cvgairport.com