

**CVG Airport Authority  
Stakeholder Alignment Meeting Minutes  
January 15, 2025**

**Facilitator: Ashley Cooper-Jones**  
**Scribe: Meleia Michels**

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**Call to Order and Introductory Remarks**

The regular [in person] CVG Stakeholder Alignment Meeting was called to order on Wednesday, January 15, 2025, at 2:02 p.m. by Ashley Cooper-Jones, CVGAA. Hans Stokke, CVGAA, reviewed all open items on the action item list, via verbal relay. Hans also provided group reminders, including the scope and purpose of this meeting.

**New Business [As stated below]**

**Security Department Updates**

CVGAA -Chris Heitzman briefed the following:

- SIDA badges should not be altered (i.e. punching additional holes, duct tape, etc.). Replacements can be completed at the ID office.
- SIDA badges should only be used by the individual whose badge it is. No sharing of badges is allowed.
- With ELEVATE CVG program, it is recommended to stay diligent with new many new badge holders/contractors on premises. It is everyone's responsibility to challenge others.
- Introduction of Scott Schwartz, who will be the new Airport Police Chief beginning Monday, January 20<sup>th</sup>. Chief Schwartz returns after previously serving in the role some years ago.

TSA- Jim Aasen discussed the following:

- Real ID Enforcement beginning May 7, 2025.
  - "Phased implementation plan" - 2 years to achieve full compliance with the RealID ACT. TSA must approve this plan.
  - FAQ section on the website if needed.
    - Other forms of ID will be showcased on here
  - Expecting phased implementation at CVG
  - *An American Airlines employee asked about passengers who do not have RealID at that time; Jim stated he is unsure of the approach at this time.*
  - Additional information will be shared once provided.
- Jim also mentioned that inspectors will be here, so to be aware of challenges and asking of records.

CBP- Had no major updates for attendees.

**Safety Department Updates**

CVGAA – Mark Rolfsen described the following:

- Reminder about space heater safety; referenced a recent incident with a space heater which was managed and put out appropriately. Space heater safety reminders:
  - It should be plugged directly into the wall, not into an extension cord. The outlet and plug should not be hot when plugged in.
  - All space heaters should have a "tip over" feature or active tip plate to turn off if it falls over.
  - They should be turned off every time it is unattended.
  - They should be UL listed devices.
- Call ARFF if you are interested in having yours inspected to meet these safety standards.

**Emergency Management Updates**

CVGAA – Kenny Losekamp shared the following:

- The Emergency Operations Center (EOC) was opened during the winter weather event the week of January 6, 2025. 3 Situational Reports (SitReps) were sent out to stakeholders regarding updates from the EOC.
- Updates coming to Everbridge Nixel (?) for employees to be able to provide traffic update and weather reporting to a centralized location.

### **Facilities & Maintenance Updates**

No updates at this time.

### **Airport Construction**

CVGAA – Hans Stokke provided the following updates:

- In relation to the complete Passenger Boarding Bridge Replacement Project, B4 has been completed and returned to operation, warranty work and punch list items will be completed through 2025.
  - Previously mentioned operation training will be made available in January, hold for more information to follow.

### **Airport Operations Updates**

CVGAA – Casey Kinosz provided the following reminder:

- Baggage System Communications:
  - Please request all employees that 859-767-7777 is called for any outages or issues withing the baggage system rather than the control room. Allows for greater communication within cross-functional groups
  - Loraine Ellis (BA) had a question about a specific incident on Monday, January 13th in FIS. Casey instructed that they will be able to follow up after the meeting.
- Winter Weather Event Follow-Up
  - After action event to provide feedback for the event; reach out to Casey Kinosz ([ckinosz@cvgairport.com](mailto:ckinosz@cvgairport.com)) regarding both constructive and complimentary feedback.
  - Call 859-767-7777 with option 5 to reach the Snow Desk for centralized communications during a future winter weather event rather than connecting specifically with individuals.
  - Archie Carper (CVG AA) stated that ice and snow still need to be removed about trash compacters at Concourse A, as well as at Employee Shuttle areas in the lots. Matt Houston (CVG AA) stated that they will follow up on these items with Facilities Maintenance.

### **Parking & Concessions Updates**

No updates at this time.

### **Terminal Modernization Program**

CVGAA – Kevin Watts provided the following updates:

- Baggage Handling System Updates:
  - 70% submittal to TSA for baggage handling system (BHS) still on track for Q1 2025.
  - Concourse B BHS Demo – demoed conveyor to be removed week of 1/17
  - Concourse B East Make Up Area
    - All airlines will be moved to Concourse B in the interim while Concourse A bag makeup area is demoed and reconstructed.
  - Terminal Updates:
    - CONRAC/CSB updates on the west side of the ticketing counters; ticket counters will be created with baggage system integration in this area.
      - All carriers operating on the west side of ticketing will be moved to the CONRAC/CSB temporarily while west side ticketing is under construction. This will allow these carriers to move on to new Concourse A system.
      - East ticketing will be last to close down/be moved as needed. Once this side is complete; screening matrix will be completely closed and non-operational

- CBIS/CBRA area will be recreated at the Terminal, where currently there is a road under the TSA passenger screening area.
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  - Concourse A Bag Make Up
    - MU0 will become two separate makeup units
    - The 2 baggage drops will become 4 baggage drops
    - T-drive will go away; oversize will be relocated to Concourse A
      - Car seats will no longer be considered oversized baggage and will be able to flow with other standard baggage in the system
  - Baggage Claim
    - Will have a total of 6 claim units rather than 4.
  - Concourse B Final
    - Will add a 5<sup>th</sup> outbound carousel in Concourse B
    - Will add new inbound points for FIS; 2 new inbound carousels for FIS.
      - Covered area for FIS induction unlike currently
- Can contact Kevin Watts ([kwatts@cvgairport.com](mailto:kwatts@cvgairport.com)) or JW Lucas ([jlucas@cvgairport.com](mailto:jlucas@cvgairport.com))

CVG AA – Damian Weller provided the following updates:

- Passenger Boarding Bridge (PBB) replacement project – Concourse B updates:
  - PBB manufacturer is onsite to assist with transition from electric heat to eventual glycol system tie in (?)
  - Glycol heat conversions:
    - PBBs 1 –15 & 17 to be converted by January 28
    - PBBs 16 & 18-28 to be converted by March 6
    - Minimal impact related to conversions (closures during off-times)
  - GPU conversions
    - Schedule will be sent to detail closures and impact to carriers

CVG AA – Eric Rysdon provided the following updates:

- Concourse A Pavement Rehab Project
  - Project going out to bid within the next month
  - 4 Separate yearly phases to be expected – starting August 2025 to November 2028
- Concourses A & B Underground Storage Tank Replacement
  - A4, B13, A13 will be impacted; each tank expected to take 21 days to complete replacement
  - Schedule will be sent regarding coordination
- Parking Garage Structural Repairs
  - Ongoing 10-year program; entering 2<sup>nd</sup> year of overall program
  - 100-200 spots closed through the program
  - Current completion date anticipated 2032

CVG AA – Kristin Rice shared the following:

- Biometric Project Updates
  - Expanded to B5/B10 this week; anticipated to be able to be used as soon as tonight
  - B6/B8 to be installed over next two weeks
  - B27 to also be installed
  - A15 already deployed
  - A6, A15, A1 are slated for future installation of Biometric Gates
  - Airlines with an international departure will be required to use these gates for arrivals upon full installation.

CVG AA – Karen Bahl shared the following:

- Save the Date for CVG All Campus Career Fair will be April 24<sup>th</sup> at Turfway Park; please pass along to all those who may be interested.

**Stakeholder Discussion & Updates**

*Carrier & Handlers, Concessions, & Remaining Tenants – no concerns were raised.*

Ashley Cooper provided closing remarks and appreciation for everyone’s ongoing support through the high passenger volumes. At the conclusion of the formal meeting, a breakout session will be held for airline carriers and handlers to discuss baggage room/belt items.

**Adjournment**

The regular [in person] Customer Experience & Airline Carriers Meeting was adjourned on Wednesday, January 15th, 2024, at 2:44 p.m. by Ashley Cooper-Jones, CVGAA.

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**Minutes were submitted by Meleia Michels**

**Minutes were approved by Ashley Cooper-Jones**

*Meeting minutes will now be available on the csinfo site where all archived meeting minutes are housed “Meeting Minutes” > Archive – “CVG Stakeholder Alignment Meeting.”*