

**CVG Airport Authority  
Stakeholder Alignment Meeting Minutes  
September 18th, 2024**

**Facilitator: Hans Stokke**  
**Scribe: Ashley Cooper**

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**Call to Order and Introductory Remarks**

The regular [in person] CVG Stakeholder Alignment Meeting was called to order on  
Wednesday, September 18<sup>th</sup>, 2024, at 2:03 p.m. by Hans Stokke, 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:

- Ensure all employees utilizing the matrix doors to the left of The Local in Concourse A are aware of all proper badge display procedures, including ‘piggybacking’ and “challenging.” These doors are responsible for the most violations on campus; TSA inspections continuously occur there and employees are subject to enforcement.
  - Badge “challenging” – if an employee is on the secure side of the main checkpoint and an employee challenges you to verify the validity of your SIDA badge, you are required to present it.
  - If an employee is to “piggyback” behind you, you are responsible for requesting to verify the validity of their badge.
  - Please note that the Concourse A smoking area is accessible by these doors on the ramp level, and this area is permitted for EMPLOYEES ONLY. Passengers are not allowed to gain access to this space.
- For any bag doors and induction points that require a badge swipe, the last employee on the log to swipe is accountable regardless of shift change. Maintain best practices and call onto another employee to swipe their badge before you leave the premises. These doors are to remain closed overnight when the belt is not in operation.
- ACTS Screening that occurs within the employee screening area to the east of the automated exit doors, understand that badges must be removed from any clear sleeves for device assisted badge scanning. This device does not capture photo or video files of your badge, it serves as a documentation reading, logging ID numbers. This is not an optional procedure.
  - If ACTS is enacting random employee screening procedures, gender specific screening can be requested. For example, if a female employee is selected and does not feel comfortable with a male facilitating personal screening, a nearby ACTS employee or APD member of the same gender can be called to support this process. This is not an optional search, refusing this search will result in denied entry of the sterile area.

TSA- Jim Mason the following updates:

- Jim stated that the Real ID implementation date has been extended two additional years through 2027. A new date has not been established or made publicly available. The disposition and comment period are currently ongoing. More details to follow.
- The digital ID program is also ongoing, TSA has not collected critical feedback or information at this time.

CBP- Had no major updates for attendees.

### **Safety Department Updates**

CVGAA - Todd Bahlau summarized the following recent occurrences:

- The SMS implementation plan has been approved; the next steps included information sharing through 2025 for operation. More details to follow.
- Todd served a reminder of the importance to always wear a seatbelt on the tugs. There has been a recent uptick in noted seatbelt occurrences. This is a required action at CVG.
- Conveyor belt safety should also remain top priority for personal safety. Avoiding complacency in protocols will prevent severe injury and potentially death.

CVGAA - Mark Rolfson provided the following reminders:

- Any airline staff working on the remote pads are required to have ramp extinguisher.

### **Emergency Management Updates**

CVGAA - Kenny Losekamp relayed the following information:

- The quasi-permanent relocation of the Emergency Operations Center has begun and is in progress. In the event that there is an EOC activation, critical staff will be communicated directions to securely access this space.
- Routine Signal 500 exercises were recently performed with ARFF, PD, Facilities and Maintenance on the ramp. The exercise was deemed successful, continuously indicating any points of improvement.

### **Facilities & Maintenance Updates**

CVGAA – Hans reminded attendees of the following:

- For Matrix Reader best practice and prevention of user error, gate doors to the bridges should be set by the following sequence: *Press B button, enter time allotment, swipe.*
- Recently installed and new PCA Nozzles in Concourse B should never be dragged on the ground when in use or transport. This will increase the need for maintenance and gasket damage. Please relay this to ramp agents as appropriate.

CVGAA -Damian Weller informed the group of the following:

- PBB Pre-positioning; Training for operators is currently in development. Please plan for upcoming group training sessions and observation to avoid preventative equipment damage. Invites will be sent within the next two weeks, starting at Concourse B ONLY at this time. Please plan for your vital attendance.

CVGAA – Kevin Watts provided the following information regarding the activation of MU-O:

- After a recently significant timeline setback on this project, the current completion time for the return to operation is before thanksgiving. More details will follow as appropriate.

### **Airport Operations Updates**

CVGAA – Brian Barnott provided insight on upcoming airfield changes and impacts:

- Reminder to secure equipment, incidents with unlocked baggage & cargo carts.
  - Any cart, tug, or equipment that is broken, dilapidated, or damaged should be removed from the airfield. Airport Operations may request any of these ramp vehicles to be secured with chocks.
- AIRFIELD CHANGES
  - Concourse B VSR Relocation Project has been completed. Gate marking updates are set to occur in the next following week. Brian offered appreciation and thanks for the cooperation received by tenants on the airfield.
  - The previously established plan of Remote Spots 70 & 71 addition in the northeast area of the airfield has been placed on hold. Once more information is available, it will be related to the pertinent groups.
  - Gate B10 markings have been completed and can now support all group 5 aircraft.

- The csinfo campus calendar has become available and near completion to tenants. This calendar serves to provide insight and potential operation impacts as a result of events occurring on campus. **Please reference the mentioned calendar here: [CVG Campus Calendar - CSInfo \(cvgairport.com\)](#).**
- An External Airfield Safety Meeting is scheduled for November 13<sup>th</sup>, all attendance is imperative for this meeting, as winter and snow operations are going to be reviewed. Operational plans have been changed and updated for the 2024-2025 calendar year.

### **Parking & Concessions Updates**

CVGAA – Had no major updates for attendees:

### **Terminal Modernization Program**

CVGAA – Corinne Reynolds debriefed the following information for the Terminal Modernization Program:

- Further progress and solidified details are to be relayed in the following meeting, the program is currently reported at 10-15% design completion. **A high-level planning schedule has been provided for reference on the following pages.** Design is planned for 100% through 2025, passenger ribbon impact is not planned to begin until 2026.
  - At the conclusion of initial studies, there were not any major impacts identified in the FIS passenger screening area. A change in function/configuration has yet to be determined.
- Corrine reviewed program governance and the most updated organization chart of the members who will continue to be critically involved with this program. Of course, the scale and level of involvement will change overtime.
  - The program continues to search for an airline representative in this project as previously mentioned. **For additional questions on this role and responsibility, please email [elevate@cvgairport.com](mailto:elevate@cvgairport.com).**

CVGAA – Damain Weller & Corey Thomas debriefed the following Airside and Landside Projects:

- In continuation of the final phase of the Passenger Boarding Bridge Project, B13 & B14 are scheduled to return to service during the week of September 5<sup>th</sup>, 2024. Soon followed by the closure of B28 & B16 at the end of October. The entire project completion is currently scheduled for November 20<sup>th</sup>, 2024.
  - Additionally, previously mentioned GPU tie in work occur through 2025.
- Concourse A Pavement Rehabilitation Project is currently under design, to be executed into four separate and annual phases. This work is tentative to begin in August of 2025. Passenger impact will begin in 2026.
- The ten-year program for the Main Terminal Parking Garage is about to embark on its second year. These structural repairs are to be completed by 2032.
- The planned two-way conversion at the intersection of Loomis Road and the Cell Phone Lot has been completed. Proactive LED banners and signage are in place to support this traffic change.

### **Stakeholder Discussion & Updates**

#### ***Carrier & Handlers, Concessions, & Remaining Tenants***

Southwest Airlines – Lattea Horton requested the following:

- Requested consideration of the bag doors and badge swipe expectations to be included in the required SIDA badge training.

Northern Kentucky Career Center – Brad Dansberry and CVGAA Lesley Holgate emphasized attendees of the previously mentioned HR Job Portal resources:

- Works with other nonprofit organization and state programs; there are a handful of free resources available to employees, applications, or employers.
- Please visit [Northern Kentucky Career Center – Career Training Employer \(nkcareercenter.org\)](https://nkcareercenter.org) or visit the Main Terminal office for further information. For further inquiry, please contact Brad Dansberry.

### **Adjournment**

The regular [in person] Customer Experience & Airline Carriers Meeting was adjourned on  
Wednesday, September 18<sup>th</sup>, 2024, at 2:54 p.m. by Hans Stokke, CVGAA.

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Minutes were submitted by Ashley Cooper.

Minutes were approved by Hans Stokke.

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

- 24 hour review period

Please send request to Airport Operations if not already on QAG distribution group.

[Home](#)
[Calendar](#)
[Event Notifications](#)
[Aircraft Parking](#)

CVG Campus Calendar

Today
 

 September 2024

Month
 Print

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 1 7 AM RWY 18C/36C Closure	2 Labor Day	3 9 AM RWY 18L-36R Monthly Closure	4 1030 AM External Airfield Safety	5 9 AM RWY 18L-36R Monthly Closure		
8 7 AM RWY 18C/36C Closure	9	10	11	12	13	14
15 7 AM RWY 18C/36C Closure	16	17 Honor Flight Calendar Hold - Fall Event #1 9 AM RWY 9-27 Monthly Closure	18 2 PM CVG Stakeholder Alignment Meeting	19 9 AM RWY 9-27 Monthly Closure	20	21
22 7 AM RWY 18C/36C Closure	23 8 AM Spot 3 Closure	24 9 AM RWY 18R-36L Monthly Closure	25	26	27	28
29 7 AM RWY 18C/36C Closure	30 TWY Delta Partial Closure	Oct 1 9 AM RWY 18L-36R Monthly Closure	2 9 AM RWY 18L-36R Monthly Closure	3 9 AM RWY 18L-36R Monthly Closure	4	5

Wed, Sep 18

7:00 AM

134.5 d...

RWY 18C/36C Closure

2:00 PM

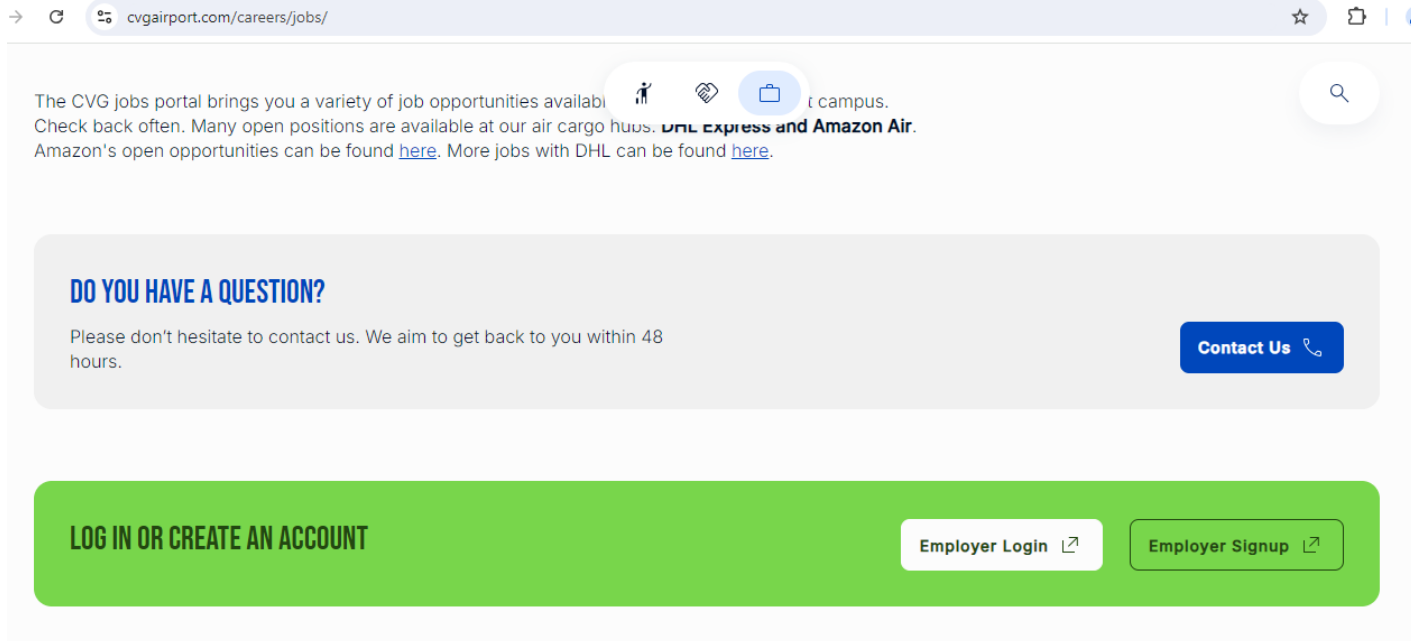
2 hrs

CVG Stakeholder Alignment ...

Environmental Services Space ...

# CVG Jobs Portal

- <https://www.cvgairport.com/careers/jobs/>



The screenshot shows the 'Employer Registration to post jobs for Jobs.CVGairport.com' form. The form includes the CVG logo at the top. The registration fields are: 'Email\*' (with an email icon), 'First Name\*', 'Last Name\*', 'Company\*', and 'Company logo' (with a 'Drop image here or select image' instruction and a camera icon). At the bottom, there is a CAPTCHA prompt: 'Please complete the CAPTCHA below to submit the survey.' The browser tabs at the top show 'New Tab', 'CVG Jobs Portal', and 'Register for Jobs.CVGairport.com'.



# Questions?

**We're here to help. Posting your opportunities on the CVG jobs portal is FREE!**

**We advertise on radio and social media platforms regularly and promote the site at recruiting and community events.**

**Join us at our next Strategic Workforce Collaborative meeting on 9/26.**

Brenna Clayton, HR Associate

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859-767-1542

Andy Jones, HR Associate

[adjones@cvgairport.com](mailto:adjones@cvgairport.com)

859-767-1418



# Elevate CVG Terminal Modernization (TMP)

## General Timeframe and Major Work Components

Points of Contact:

Corinne Reynold

[creynolds@cvgairport.com](mailto:creynolds@cvgairport.com)

TMP Design - Build Team onboard – Q4 2024

TMP Design Complete and Construction Start - Q1 2026

BHS Enabling Construction Start – Q2 2025

TMP Major Work Components – Q2 2025 to Q2 2029

- **Main Terminal**
  - Ticketing Check-in Processing
  - Bag Claim Modernization
  - SSCP Improvements (Terminal Building)
  - Arrival and Departure Level Improvements
- **SSCP Queue (Security Building)**
- **Public Restrooms**
  - Main Terminal
  - Concourse A
  - Concourse B
- **Vertical Circulation**
  - Concourse A
  - Concourse B
- **Concourse A Modernization**
- **Concourse B Modernization**
- **Passenger Tunnel Modernization**
- **FIS Improvements**

Milestone	Start Date	Finish Date
Design / Build Team onboard	Q4 2024	Q4 2024
Component GMP for BHS Enabling and early work	Q2 2025	Q2 2025
Enabling – Security Building Roadway Infill (CBIS/CBRA)	Q2 2025	Q2 2026
Enabling – Concourse B Clean-up to Support BHS	Q2 2025	Q2 2025
Main Terminal – CSB Ticketing	Q1 2026	Q4 2026
Main Terminal – Restrooms (East)	Q1 2026	Q3 2026
Main Terminal – Slab Infill	Q1 2026	Q3 2026
Main Terminal – SSCP Queuing (Terminal Bldg – East & West)	Q1 2026	Q4 2027
Concourse A – Restrooms	Q1 2026	Q3 2027
Concourse A – Finish Improvements / Modernization	Q1 2026	Q2 2027
Enabling – Concourse A	Q1 2026	Q3 2026
Enabling – Concourse B (Canopies)	Q1 2026	Q3 2026
Enabling – Ticketing Renovation	Q1 2026	Q2 2028
Enabling – BHS Mezzanine Extension (Bag Claim)	Q3 2026	Q3 2026
Main Terminal – Ticketing (Curbs – Arrivals / Departures)	Q1 2027	Q4 2028
Main Terminal – Baggage Claim	Q1 2027	Q4 2028
Main Terminal – Ticketing Counter	Q1 2027	Q4 2028
Concourse A – Vertical Circulation	Q1 2027	Q3 2028
Concourse B – Vertical Circulation	Q1 2027	Q3 2028
Tunnel – Finish Improvements / Modernization	Q1 2027	Q3 2028
Concourse B – Finish Improvements / Modernization	Q3 2027	Q2 2029
Main Terminal SSCP (Security Building)	Q1 2028	Q3 2028
Concourse B – FIS Reconstruction	Q2 2028	Q2 2029
Substantial Completion	Q2 2029	Q2 2029

Preliminary – Subject to Change





# Elevate CVG Baggage Handling System (BHS)

## Status and 5 Main Work Phases

### Points of Contact:

Corinne Reynolds

[creynolds@cvgairport.com](mailto:creynolds@cvgairport.com)

New BHS ICS System Design is Underway - ~15% complete

### Phase 1 – Concourse B

- Q3 2025 – Construction Start Date

### Phase 2 – Concourse A, CSB, CBIS/CBRA, Tunnel Connection

- Q3 2026 – Construction Start Date
- ~ 12 months duration

### Phase 3 – Ticketing West / Bag Claim West

- Q3 2027 – Construction Start Date
- ~ 6 months duration

### Phase 4 – Ticketing East / Bag Claim East

- Q4 2027 – Construction Start Date
- ~ 9 months duration

### Phase 5 – Concourse B West / Tunnel Connection

- Q2 2028 – Construction Start Date
- ~ 1 year duration

### BHS Complete – Q1 2029

### TMP BHS Enabling to Support BHS

- Concourse B – cleanup to prepare for carousels
  - Q2 2025 – Construction Start Date (~3 months duration)
- New CBIS / CBRA Infrastructure
  - Q2 2025 – Construction Start Date (~12 months duration)

		CVG Construction Phasing Windows																												
		2024				2025				2026				2027				2028				2029				2030				
		Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
		Terminal Modernization Program (TMP)																												
Main Terminal Concourse A																														
Concourse B																														
Tunnel																														
		Baggage Handling System (BHS)																												
Enabling																														
Main Terminal																														
Concourse A																														
Concourse B																														
		Misc. Capital Projects																												
Concourse A - Apron																														
Concourse B - Tunnel - Lifts & Demo / Existing BHS Demo																														
Train Modernization (APM)																														

Preliminary – Subject to Change



# Elevate CVG

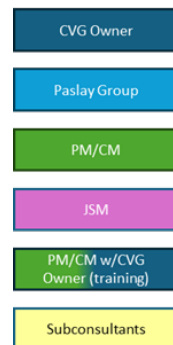
## Program Governance and ATR Role

### Program Management Team

- Corinne Reynolds, SPM
- Jamey Tasker, EPM
- Paul Dorsey, DM
- JW Lucas, PM
- Mike Maynard, PM
- Alonzo Allen, PM
- Tommy Pouncy, Project Controls
- TBD, Construction Manager – on board Nov/Dec 24
- TBD, PM/CM Support Staff – on board in Dec 24
- JSM (BHS Support)
- Jim Weigand, SPM
- Specialty Consultants as required

### Airline Technical Representative (ATR)

- ATR recommendation under review
- ATR to provide airline representation for the Elevate CVG Program
- Ensures a collaborative and transparent process



### NOTES:

- Design – Build and PM/CM proposals are currently being evaluated
- Contractor recommendations to be submitted to the Board for approval in November
- The final program schedule is still TBD pending further review by the Design-Build contractor once on board

