

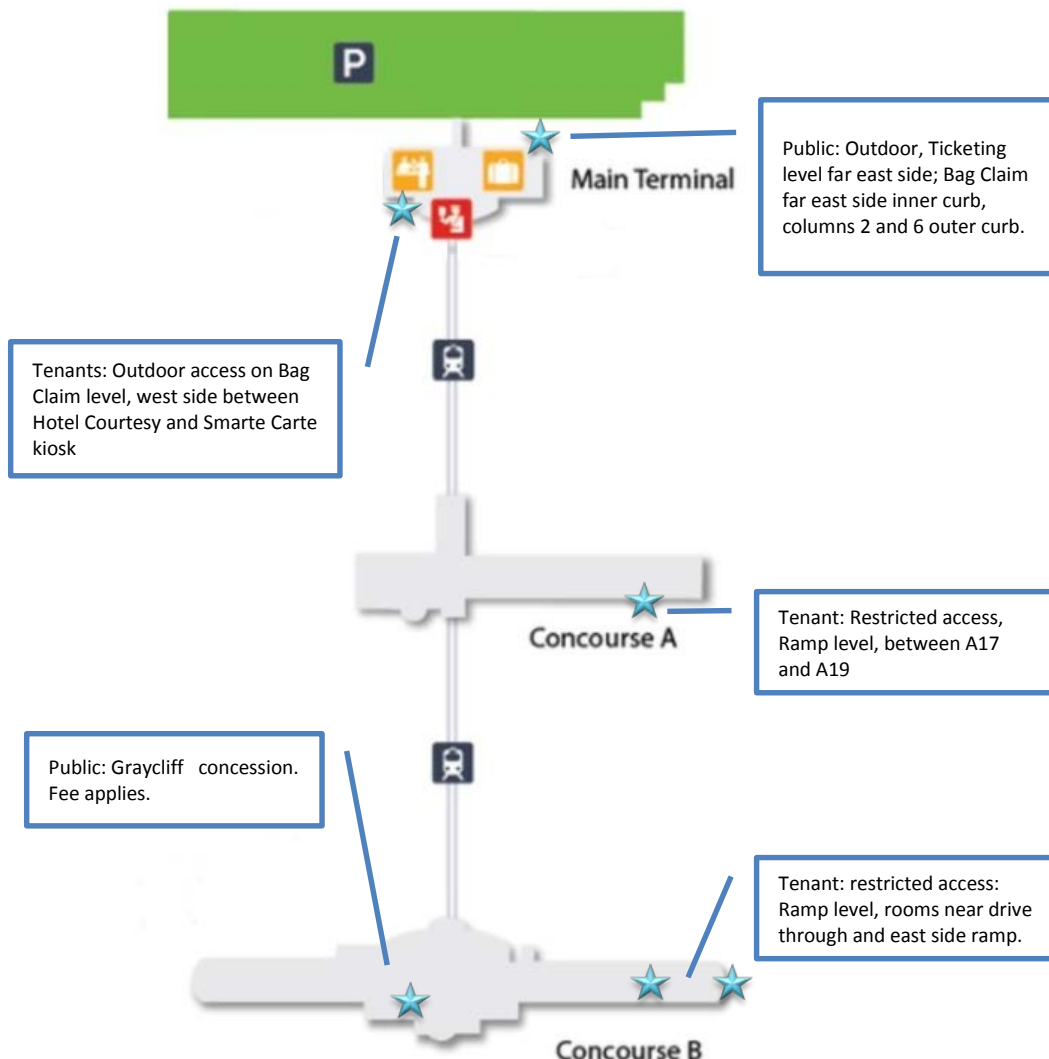
To: CVG Airlines and Airport Tenants

From: Brian Cobb, VP - Customer Experience

Subject: Approved Smoking Areas

Date: September 16, 2015

Effective October 1, 2015, the smoking room located at the Terminal west ticketing level will be closed to the public. The room will be removed and area repurposed to provide more passenger seating and queueing space to accommodate current growth. The traveling public may continue to smoke in designated areas on the curbside. Tenant personnel will be permitted to smoke in the designated area behind the Terminal. This is accessible on bag claim level using the hallway located between the yellow Hotel Information Courtesy Phone wall and Smarte Carte kiosk.



Tenant personnel are reminded and required to smoke only in approved, marked areas. As outlined in the Kenton County Airport Board's "Safety and Security Handbook", a smoking violation is a Level One Penalty. Those cited with Level One Penalties come with the following guidelines:

1st Offense

Warning

2nd Offense

Retraining within 5 days of violation

3rd Offense

One-day suspension from access to the AOA – ID held until violator and supervisor go through retraining at the Identification Office.

4th or Additional Offense

Will be at the discretion of the Director of Operations [VP of Safety, Security and Compliance] or his designee, which could have a suspension of up to one year or permanent revocation of ID.

Smoking Regulations

In accordance with KCAB Ordinance 2013-02):

Section I (22)

"No person shall smoke or carry a lighted cigar, cigarette, pipes, matches, or use any electronic cigarette or any open flame in or upon any fuel storage area, public landing area, public ramp or apron area, public passenger ramp and apron area, public cargo ramp and apron area or public aircraft parking and storage area, on any open deck, gallery or balcony contiguous to and overlooking any such area, in any other place where smoking is specifically prohibited by signs, or upon any open space within fifty (50) feet of any fuel service vehicle which is not in motion."

Section II (11)

"No person shall smoke or carry a lighted cigarettes, cigars, pipes, matches, or any open flame or use any electronic cigarette in or upon the public areas of any building on the Airport, except in designated smoking areas."

In accordance with Kenton County Airport Board General Policies (Smoke-Free Workplace #4014)

1.0 Smoking is prohibited in all KCAB buildings with the exception of the designated Public Smoking Rooms.

2.0 Smoking is permitted in the following locations:

- Public Smoking Rooms*
- Outdoors, at least 25 feet from the main entrance of the respective buildings*

NOTE: Outdoor public areas are limited to where designated ash urns are located and away from valet parking and skycap podiums. Ramp-level smoking at Concourses A and B is only approved in the designated smoking areas. Ramp access is required to reach the areas. All Airport badge access and escorting requirements are in effect.