

TO: **All Airport Staff**
FROM: Parking & Ground Transportation Operations
DATE: February 14, 2018
SUBJECT: **Employee Lot Station Closures**

As a result of your comments, we are making changes to the employee lot shuttle service. The first of these changes will be effective Wednesday, February 21st, 2018 at midnight which involves closing four (4) employee station stops. By closing these stops, it will decrease the commute time and the number of *out of service* shuttles in the lot(s). However, these stops will remain open to assist our ADA team members for pick-up/drop-off. Over the next 30 days we will be implementing additional changes that will enhance your experience. We will notify you in advance of these changes.

Effective February 21st the following stations will no longer be serviced by the Employee Shuttle:

- **Lot 1: D, F, & K**
- **Lot 2: Q**



Reminders:

- The shuttle buses maintain a **10 minute** interval between buses.
- To maintain proper spacing between buses, the buses stage in the lot(s). Therefore, buses **from the terminal entering the lot will only drop off passengers displaying "drop off only"**. Another bus will follow picking up passengers.
- To maintain proper spacing. If no-one is immediately waiting at the stop, the bus will enter the stop, cycle the door, and continue on.
- Once the door is closed, the driver cannot reopen the door. The driver is now performing his/her safety check and maneuvering to re-enter the roadway system.
- Only active duty team members may utilize the parking lot(s). Using parking facility for personal travel is prohibited.
- For compliments or concerns regarding the shuttle call (888) 879-1540.