

**Kenton County Airport Board (KCAB)
Cincinnati / Northern Kentucky International Airport (CVG)**

**Protest Procedures for Procurements Funded
Under the FAA Airport Improvement Program**

In the event an offeror desires to protest an AIP procurement transaction, the offeror must mail notice of its dispute to the Secretary/Treasurer of KCAB. The notice must specifically state each item upon which the protest is based. The notice must be either mailed to the Secretary/Treasurer of KCAB at PO Box 752000, Cincinnati, Ohio 45275 by registered or certified mail, with return receipt requested, or faxed to the attention of the Secretary/Treasurer of KCAB at 859-767-3269. Additionally, the notice must otherwise comply with the provisions below. The notice will be deemed to be given on the date actually received by KCAB.

If the protest relates to an alleged defect in the solicitation, the offeror must send notice of the protest to the Secretary/Treasurer prior to the opening of the bids or proposals. In these cases, the opening of the bids or proposals will be delayed until the protest has been resolved. If the protest relates to an alleged defect in the solicitation and the offeror fails to provide notice prior to the opening of the bids or proposals, KCAB may reject the protest without action. In all other cases, the offeror must provide notice to the Secretary/Treasurer within seven days of the award. The Secretary/Treasurer will forward the notice to the Chief Executive Officer.

A hearing before the Chief Executive Officer is scheduled no earlier than seven days after the Secretary/Treasurer's receipt of the protest notice. At such hearing the offeror and KCAB representatives may present evidence and testimony relating to the items protested as identified in the notice of protest. The Chief Executive Officer must consider this evidence and testimony, and make a decision on the matter based upon the evidence and testimony presented. The decision by the Chief Executive Officer will be the final action of the Kenton County Airport Board. The determination along with a copy of these protest procedures is sent to the FAA Regional Office. If the offeror is not satisfied with the way KCAB resolved the dispute, the offeror has the option to appeal to the FAA Regional Office.