



RECEIVED  
APR 13 2020  
WORKFORCE INVESTMENT  
SUPPORT SERVICES

**NOTICE TO STATE DISLOCATED WORKERS**  
**UNIT/CITY AND COUNTY GOV'T OFFICIALS – LAS**

**BY EMAIL TO: WREED@DER.NV.GOV**

April 8, 2020

Mr. Wesley Reed  
Statewide Rapid Response Coordinator  
NV Dept. of Employment, Training, and Rehabilitation  
500 E 3rd Street  
Carson City, NV 89713

Re: WARN Act Notice – Prospect Airport Services, Inc.  
FEIN: [REDACTED]

Dear Mr. Reed:

As you are aware, the President has declared a national state of emergency and state and local officials across the country have issued public health orders to prevent the spread of the Coronavirus. The Coronavirus pandemic is a natural disaster and physical calamity which has created a reasonably unforeseen business circumstance under the Worker Adjustment and Retraining Notification (“WARN”) Act of 1988. In order to ensure that you, all employees, and their representatives receive as much notice as possible, Prospect Airport Services, Inc. (“Company”) is providing notice to you and each impacted employee at the following affected location:

McCarran International Airport (“LAS”)  
5757 Wayne Newton Blvd.  
Las Vegas, NV 89119

Regrettably, the Company began laying off employees at the LAS location as of March 21, 2020. Additional layoffs may continue for 30 to 60 days thereafter scheduled in response to airline industry demands which are fluid at this time. It is the Company’s hope that these layoffs will not affect all LAS operations and will only be temporary in nature. However, due to the unprecedented nature of the pandemic, the Company cannot guarantee any timeline for recall, if employees will be recalled.

Be advised that there are no bumping rights as a result of this layoff.

A list of the affected job classifications as of the time of writing is noted below which includes the number of affected employees in each classification as of this writing. Should you have any questions or require further information regarding this matter, please contact the undersigned at: Philip Lee, Senior Vice President-Employee Relations and Human Resources, 2130 S. Wolf Road, Des Plaines, IL 60018, [ProspectHR@prospectair.com](mailto:ProspectHR@prospectair.com) or 1-888-505-8317.

Very truly yours,



Philip Lee, Sr. VP, Employee Relations/Human Resources

cc:

Maryland Kirkpatrick, Chairman  
Clark County Commission  
Clark County Government Center  
500 S. Grand Central Pkwy.  
Las Vegas, NV 89155-1111

Enclosure

Job Classifications	# of Affected Employees
Skycap	62
Passenger Services Assistant	74
Baggage Handlers	12
Cabin Service Cleaners	16
Unaccompanied Minor Assistants	1
Administrative Support	1



**WARN NOTICE TO EMPLOYEES - LAS**

FROM: Philip Lee, Senior Vice President-Employee Relations and Human Resources

DATE: March \_\_, 2020

SUBJECT: WARN Act Notice

We greatly value the contributions of all of our employees and do not take any action regarding our workforce lightly. However, the global Coronavirus pandemic is an unprecedented natural disaster which has caused unforeseeable business circumstances that, regrettably, require Prospect Airport Services, Inc. ("Company") to lay off employees at its McCarran International Airport ("LAS") location.

This Notice is being provided to you pursuant to the Worker Adjustment and Retraining Notification ("WARN") Act of 1988 which requires employers to give written notice to employees affected by an employment loss as a result of a facility closing, mass layoff, or major relocation. We expect that layoffs at LAS will begin on March \_\_, 2020, and unless your employment ends earlier for other reasons, it is anticipated your last day will be March \_\_, 2020. At this time, it is the Company's hope that this layoff will only be temporary in nature, but due to the unprecedented nature of the pandemic, we cannot guarantee a timeline for recall or if employees will be recalled.

Employees will be selected for layoff based on reverse seniority. There will be no bumping rights as a result of the layoff.

As required by law, we will notify the chief elected official for the location and the appropriate state agency of this layoff. We thank you for the commitment and dedication you have shown during your employment with the Company and we appreciate the service you have provided, to us and to our customers.

If you have any questions regarding this notice, please contact me at: Philip Lee, Senior Vice President-Employee Relations and Human Resources, 2130 S. Wolf Road, Des Plaines, IL 60018, ProspectHR@prospectair.com, 1-888-505-8317.

**ACKNOWLEDGEMENT OF RECEIPT**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date