

Via Electronic & U.S Mail

John Asher, Rapid Response Coordinator
Oregon Dislocated Worker Unit
Oregon HECC – Office of Workforce Investments
875 Union Street NE
Salem, OR 97311

WARN NO.
3192

**Re: Lynx FBO – Facility located in Aurora, OR
Notice of Furloughs to Dislocated Worker Unit**

Dear Mr. Asher:

This letter shall serve as notice that Lynx FBO Operating, LLC (“the Company”) will be temporarily laying off 6 employees at its Aurora, OR location, operating as Lynx FBO Aurora, LLC, located at 14357 Keil Road NE, Aurora, OR 97002. Although this furlough is not subject to the requirements of the Worker Adjustment and Retraining Notification Act (the “WARN Act”), 29 U.S.C. § 2101 *et seq.*, we are providing this notice to facilitate the Unit’s duties and mitigate the impact of the furlough on affected employees. Therefore, please be advised of the following information:

- *Name and Address of Affected Employment Site* – Lynx FBO Aurora, 14357 Keil Road NE, Aurora, OR 97002
- *Contact Person for Further Information* – Leslie McIntyre
- *Nature of Action* – The Company will be carrying out a furlough regarding its employees working at this location. The furlough is not expected to be permanent. The furlough results from the unexpected and unforeseen business circumstances related to the COVID-19 pandemic and natural disaster.
- *Expected Date* – The affected employees will all be furloughed effective March 27, 2020.
- *Job Titles and Number of Employees Affected* – This information is summarized in Attachment A to this letter.
- *Bumping Rights* – The affected employees do not have bumping rights.
- *Union Representation* – No union represents any of the affected employees.
- Nothing in this letter should be considered as evidence of or an admission that the provisions of the WARN Act do, or do not, apply.

Should you have any questions, please contact me at lmcintyre@lynxfbo.com or via cell at 704-499-8679.

Sincerely,



Leslie McIntyre

Executive Vice President, HR

Attachment A

Job Title	Number of Employees
Line Service Technician	3
Customer Service Representative	3