

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**February 16, 2022**

**Facilitator: Hannah Meredith**

**Scribe: Nancy Hill**

**I. Call to order**

Hannah Meredith called to order the regular meeting of the Passenger Safety Subcommittee at 9:34 a.m. on February 16, 2022, via Conference Call.

**II. Roll call**

**III. Review/Discuss Open Items from Action Item List**

- a) Reminded group of the scope/purpose of the meeting referring to the charter document previously shared.
- b) Shared examples of the internal passenger safety action item list for the purposes of helping the group understand implications/suggestions/issues that could affect the passenger travel ribbon.

**IV. New business**

**Safety**

Hannah Meredith shared the following:

**Sunflower Lanyard Program**

- Hannah provided information regarding the Sunflower Program which is a nationally recognized program and will be starting at CVG soon. Passengers wearing green lanyards with a sunflower discreetly indicates to people around them that they may need additional support, help, or a little more time. An official CVG press release will be issued in the near future.

**Rose Awards**

- The Rose Awards from the Tourism Council of Greater Cincinnati will take place in April of this year. This program recognizes individuals who have gone above and beyond providing excellent customer service. You may nominate individuals from your team.

**Operations**

Hannah Meredith advised of the following:

- There will be a bag make up expansion walk through after this meeting. Airlines encouraged to join. We will be reaching out to carriers and ground handlers on assignments and how we will utilize this facility.

Other Advisories:

- Justin Bessler advised to send updates on any new personnel information, and they will be added to Everbridge. Justin shared that our radio contractor, AMK, will be doing diagnostics in the baggage tunnel.

**V. Adjournment**

Hannah Meredith adjourned the meeting at 9:41 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Hannah Meredith

# KCAB Safety Structure



## Passenger Safety Committee Charter

*Safety is a shared responsibility and all are accountable for its promotion. Communication and staff participation are the primary keys of success. Success is attainable by effectively mitigating risk and providing a safe facility for airport staff, tenants, and passengers.*

### Mission

The Passenger Safety Committee will align safety with the functions of the Airport, its tenants, passengers, and contractors. The committee will be comprised of multiple department representatives responsible for identifying passenger related safety concerns in and around all Airport facilities, identifying safety trends and will take corrective action, as needed. Action items will be tracked to ensure proper assignment and completion in a timely manner to mitigate risk. The Passenger Safety Committee will support the Airfield Safety Committee, Construction Safety Committee, the Worker Safety Committee, and the Facility Safety Committee creating overlap to promote effective safety communication.

### Primary Objectives

- Identify actionable passenger related hazards such as:
  - Trips/slips/fall hazards
  - Emergency Evacuation Conditions
  - Bio-hazards response
  - Prevention and Mitigation of Disease Transmission
- Hazards identified through multiple channels to include, but not limited to:
  - KCAB post-event alerts/notifications of passenger-related events,
  - Written, phone, email, or other means of communication to the sub-committee member(s) from internal staff, other sub-committees, and external key-stakeholders,
  - Committee-level meetings (noted in meeting minutes and/or action list).
- Document and trend available passenger-related hazard/risk data
- Propose solutions or preventative measures to the KCAB Safety Council
- Document resolutions and/or actions underway towards resolution
- Coordinate passenger-related corrective and/or procedural communications among key stakeholders
- Summarize sub-committee progress for the KCAB Safety's Accountable and/or Responsible Executive upon request

### Secondary Objectives

- Offer assistance and representation on other safety sub-committees.
- Assist the Safety Council and other sub-committees with procedural communications among key stakeholders.

### Key Participants:

#### Internal

- |                                       |   |
|---------------------------------------|---|
| ▪ Facilities Maintenance              | ▪ Customer Service: Terminal Operations & Relations |
| ▪ Commercial and Business Development | ▪ Police  |
| ▪ Planning and Engineering            | ▪ ARFF  |

#### External

- |            |       |
|------------|-------|
| ▪ Airlines | ▪ TSA |
|------------|-------|

**Other Key Participants/ Subject Matter Experts invited, as needed.**

