

Kenton County Airport Board

External Passenger Safety Meeting Minutes

September 21, 2016

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:45 a.m. on September 21, 2016 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet

September 21, 2016

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Michael Hall	DHL	
JOHN BEZMANN	DHL	
WENDI ORLANDO	CS	
W. Smith	Envoy (AA)	
Joshua McShane	PSA (AA)	Joshua.McShane@psa.com
Byron Burkhardt	KCAB SSC	bburkhardt@cvgairport.com
Seth Conston	KCAB SSC	
Connie Wastell	United/Simplicity	
BOB HALL	UNITED	
Perry Herman	TSA	
Al Cordas	Delta	
JIM ARDEN	TSA	
Chuck Jones	Delta	
Mark Guest	TSA	
Rob Orchard	TSA	
TONY STEIMLE	KCAB Police	
Paul Billings	Allied Universal Protection Services	cvjpatrol@allieduniversalpro.com

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

- a) Brian Cobb informed group that the External and Internal Safety meetings are combined for this month.
- b) BC gave an updated report regarding the skirt brush installations on moving walkways and escalators.
- c) Byron Burkhart and Seth Constien gave updates on construction projects, including the one on Pt. Pleasant, new temporary traffic light is causing some congestion.
- d) Construction is causing changes to wildlife patterns, therefore make sure trash in dumpsters and dumpster lids are closed.
- e) Byron announced the next External Airfield Safety meeting will be held on October 5th at the ARFF training center.
- f) DHL ramp construction anticipated to be completed by November 1st.
- g) The airfield drivers movement training will be online October 1st.
- h) Seth informed group during lightning events to remain careful and follow company guidelines.

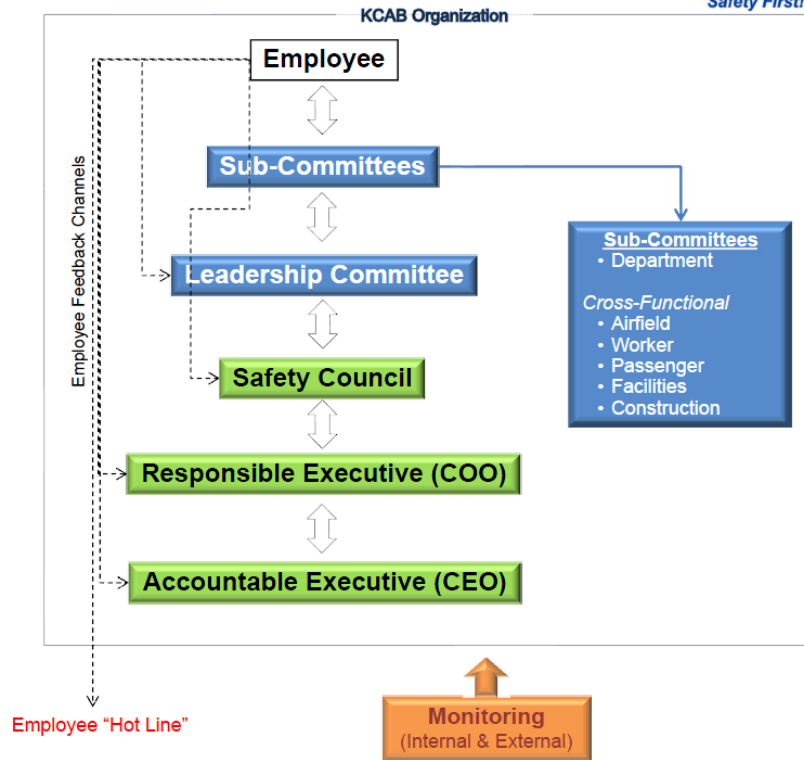
V. Adjournment

Brian Cobb adjourned the meeting at 10:00 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Brian Cobb

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