

Kenton County Airport Board

External Passenger Safety Meeting Minutes

August 15, 2018

Facilitator: Stephen Saunders

Scribe: Hannah Meredith

I. Call to order

Stephen Saunders called to order the regular meeting of the Passenger Safety Subcommittee at 10:00 a.m. on August 15, 2018, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet August 15, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Brian Cobb	KCAB	bcobb@cvgairport.com
Joshua M. Shave	PSA/AA	
Brian Smith	TSA/FAMS	brian.c.smith@tsa.dhs.gov
JAMES LAWRENCE	TSA FIO	
Hannah Meredith	KCAB	hmeredith@cvgairport.com
MARK CARROLL	Delta Private Jets	mark.carroll@deltaprivatejets.com
Rob Orchard	TSA	ROBERT_ORCHARD@DHS.TSA.GOV
JIM. ANSEN	TSA	
MARK DETERI	KCAB	mdeteri@cvgairport.com
Alex Crow	KCAB	acrow@cvgairport.com
CHRIS HEITZMAN	KCAB	cheitzman@cvgairport.com
Tracy Kleinhene	Allegiant	
BOB HALL	UNITED AIRLINES	
Will Smith	TRAC - Delta	Will.Smith@trac-air.com

Justin Jordan	Southwest	justin.jordan@swair.com
Aaron Heintze	IDS	aaron.h@idsk.aero
Alex Karis	CVG - KCAB	akarisk@cvgairport.com
Seth Constant	KCAB	sconstant@cvgairport.com
Zak Haulig	Endeavor Air	Zak.haulig@endeavorair.com
JENNIE GREENE	KCAB	Jgreen@cvgairport.com
Brian Cobb	KCAB	bcobb@cvgairport.com
Josh Mann	KCAB	jmann@cvgairport.com
Christy Blackburn	Delta	Christy.C.Blackburn@delta.com
Melissa Lawson	TSA	melissa.lawson@tsa.dhs.gov
Dan Vogt	TSA	dan.vogt@tsa.dhs.gov
DILAN SATYAL	TSA	
David Kellerman	KCAB	

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

Stephen Saunders discussed the following:

- a) Fuel Spills
 - Increase in fuel spills. Make sure employees know who to report to and proper procedures in the event this happens.
- b) Fire Bottles
 - Ops memo was sent out.

Seth Constien discussed the following:

- Noticing things being stored in back hallways by concessions, please let us know when this happens and we will handle it.
- Continue to see FOD, please report to us and we can assist with picking up.
- Environmental manager is leaving, please contact Seth Constien for environmental concerns.

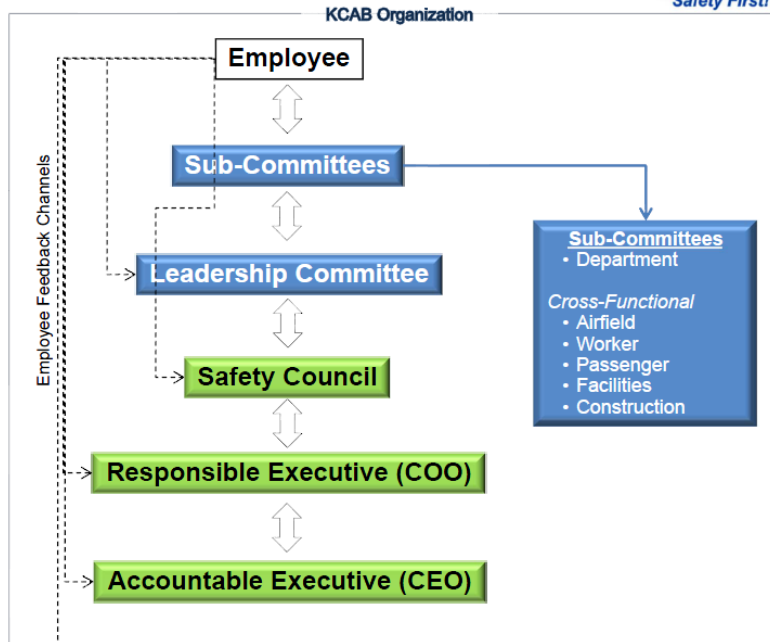
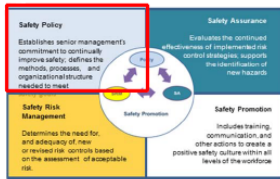
V. Adjournment

Stephen Saunders adjourned the meeting at 10:10 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Stephen Saunders

KCAB Safety Structure



Employee "Hot Line"



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.

