

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**October 20, 2021**

**Facilitator: Adam Kressler**

**Scribe: Nancy Hill**

**I. Call to order**

Adam Kressler called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on October 20, 2021, at Concourse A, Housekeeping area, Ramp level

**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**

Adam Kressler shared the following:

**Masks**

- We have a limited number of Face Masks that were supplied by FEMA. Thanked the airlines for continuing to hand out.

**T-Drive**

- We have gotten positive feedback regarding the resurfacing of the T-Drive.

**Ramp Driving**

- Please continue to be careful when driving at the A4 intersection area.

**Weather**

- Be mindful of colder weather and ice on pavements.

**Operations**

Meleia Michels advised of the following:

- A-4 gate will be opening back up by the end of the week. It is a common use gate; it will have a new configuration. If any of your staff needs any help with reviewing or training, please reach out to the Customer Experience staff.
- The special assist lane is coming back to TSA. This will be helpful for Prospect to get passengers through TSA Security quicker.
- Reminded carriers as you get holiday schedules to please send them to Hannah or Meleia.

#### Other Advisories:

- Adam Kressler informed the group that Runway 9/27 has opened and is now fully functional and operational. The smoking area for employees in Concourse B will be getting more benches and asked to please keep the area clean. Please be mindful to not block the delivery lane in the smoking area in Concourse A. Adam also advised that ramp areas on the east end will be restriped.
- Kevin Watts gave updates on the progress of the work being done on escalators and elevators. Informed the group the O&M contractor for our baggage system will be changing effective November 1<sup>st</sup>.
- Casey Kinosz gave follow ups on Airfield change requests and gate requests. He shared the A-4 escalators are turned off for power conservation. He asked to please give us a heads up if Airlines are going to be using gate A-4 and we will get the escalators turned on. The External Airfield Safety meeting will be held on November 3<sup>rd</sup> and will cover the full winter ops briefings. Regarding FOD walks, he asked to please be informed if schedules that are made will work for your team. Another FOD walk will be scheduled in November. On the last FOD walk it was noticed that items and trash have accumulated in inlets at Concourse A and B. It would be helpful to get those cleaned up.

#### **V. Adjournment**

Adam Kressler adjourned the meeting at 9:55 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Adam Kressler

# 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.**

