

Kenton County Airport Board

External Passenger Safety Meeting Minutes

January 17, 2018

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:44 a.m. on January 17, 2018, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet January 17, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Brian Cobb	KCAB	bcobb@cvgairport.com
J. McShane	PSA/AA	
Melissa Walpole	PSA/AA	Melissa.Walpole@AA.com
Brian Bartal	Amazon	bbartal@amazon.com
Conley Sabelhaus	Treco	
Jason Draughn	Treco	
Tracy Kleinhenz	Allegiant	
Edward Toon	Allegiant	
Christy Blackburn	Delta	
Benny [Signature]	Delta	
Jonnie Grice	KCAB	
Heather Parton	Delta	
William Meitner	KCAB	
Ray Walsh	KCAB	

Zack Hawley	Endeavor Air	Zack.Hawley@EndeavorAir.com
Edna Saxton	Delta	
JIM AASEN	PSA	
MARK DETERT	KCAB	mldetert@cvgairport.com
Greg Lowry	KCAB (Police)	
Nancy Hill	KCAB	
Wendi Orlando	KCAB	
Kevin Watts	KCAB	
BOB HALL	UNITED	
Greg Rice	MENZIES	
Stephen Saunders	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

Wendi Orlando advised group of the following:

- a) Terminal modernization is ongoing. Reminded carriers to be cognizant of their surroundings. Some construction ahead of schedule so not always able to get out in front of it with memos. Reminder to remain out of active construction areas.
- b) Reminded group that carrier/operators are responsible for snow removal from the gate to the ramp road. After critical areas are cleared, Board personnel and equipment may assist with gate clearing. The carriers received high praise from our snow team for clearing the ramps through bad weather.
- c) Discussed increase in pets in the terminal and on moving conveyances. Notices on FIDs and stickers placed on escalators.

V. Adjournment

Wendi Orlando adjourned the meeting at 10:00 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando

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

- | | |
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| ▪ Airlines | ▪ TSA |
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Other Key Participants/ Subject Matter Experts invited, as needed.

