

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

August 19, 2015

Facilitator: Brian Cobb

Scribe: Nancy Hill

### I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on August 19, 2015 at Concourse A, A-1 meeting room.

### II. Roll call

## ATA Security Meeting Sign In Sheet

August 19, 2015

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Mark Guest	TSA	
JIM AMSEN	TSA	
Ed Lower	FAMS	
Ed Woods	DELTA PRIVATE JET	
William Sam. Tit	AA	
Ryan Seiber	TDA	
BOB HILL	UNITED	
Seth Conston	KCAB	
Byron BURNETT	KCAB SSC	wburnett@cvgairport.com
Bob Bralende	FEDEx	
Shawn Ward	KCAB - Police	3
DAVE STOECKLE	KCAB - FIRE	
GREG KUHN	DELTA	
JACKY ERB	DELTA	
CHUCK LEVALLIE	DELTA	
Kevin Comer	TSA	
Nancy Hill	KCAB	
Brian Cobb	KCAB	
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**

- a) Byron Burkhardt reminded group that trash needs to be emptied and ramp areas cleaned more often. This prevents cycle of life issues with insects leading to birds leading to larger predators. BC added that FOD is still an ongoing challenge; dumpster lids left open could impact aircrafts if trash is blown out, cooling vents could also be affected.
- b) BC reminded meeting members if witnessing anyone using wheelchairs or strollers on moving walkways or escalators to please guide them to the elevators.
- c) BC informed the group ops memo went out regarding Fire Alarms. The fire alarm systems in Concourse A and B are assigned zones. If one fire monitoring device is activated only that portion of the building (zone) where the device is located will have warning horns and strobes flashing. Airline/Concession/Tenant personnel shall evacuate and direct passengers to evacuate to a portion of the building where the alarms are not activated. Wendi to refine ops memo to look like emergency weather procedures.
- d) BB reminded everyone that SSC Airfield Operations is incorporating the use of the FAA Digital NOTAM Manager System to distribute airport condition reports (NOTAMS) to airport tenants.
- e) New Operator – (Simplicity) for United. Anticipate seeing a surge in new employee activity. Please report if you see something out of line in order to help the new staff.
- f) Parking at A. Tenants are not following where to park, not following stop signs, etc. Please park in appropriate areas. PD will be stepping up patrols and issuing citations. Facilities improved concession barricade lay out without compromising aircraft parking.
- g) Overview of Admin move – Relocating to 77 Comair Blvd. ID relocating to same facility. BC to issue ops memo. Upon move, employees will be restricted from entering Terminals 1 and 2.
- h) Construction continuing at South Airfield, tunnel to reopen in mid-October. Anticipated that Ultimate Jet will relocate to the Jet Center shortly thereafter.
- i) Roof work – Concourse A now complete with no major issues. If you see any leaks please report to 7777. Work to start on Concourse B with the Tower being first.

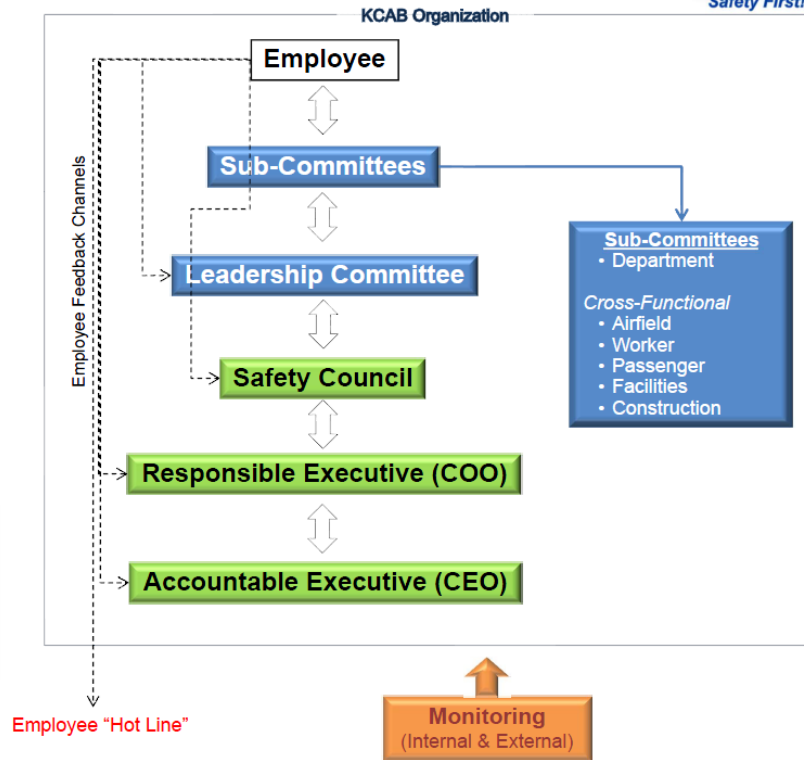
#### **V. Adjournment**

Brian Cobb adjourned the meeting at 9:55 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 |
|------------|-------|

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