

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

**November 15, 2017**

**Facilitator: Stephen Saunders**

**Scribe: Nancy Hill**

### **I. Call to order**

Stephen Saunders called to order the regular meeting of the Passenger Safety Subcommittee at 9:56 a.m. on November 15, 2017, 2017 at Concourse A Meeting Hall, Ramp level.

### **II. Roll call**

#### **ATA Security Meeting Sign In Sheet**

November 15, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
Brian Cobb	KCAB	bcobb@cvgaairport.com
Kevin Watts	KCAB	kwatts@cvgaairport.com
Josh Mann	KCAB	jmann@cvgaairport.com
Mark Deferr	KCAB	mdeferr@cvgaairport.com
BARRY ELLIS	DELTA	
Seth Conston	KCAB	
Tyson Brubaker	KCAB	jbrubaker@cvgaairport.com
Greg Lowry	KCAB (Police)	glowry@cvgaairport.com
Kathy Rack-Bauer	DELTA	Kathy.rack@delta.com
Bob Doyle	CVG CPO	Robert.S.Doyle@delta.com
Christy Blackburn	Delta	Christy.C.Blackburn@delta.com
Kevin Kealey Jr	Wright Bros Aero	KKealey Jr@wrightbro.com
Justin Jordan	Southwest	justin.jordan@swair.com
Terence Vickers	Treasure-Dugan	Terence.Vickers@treasure-dugan.com
Bob Brandel	FEDEx	

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Dylan Jaymes	TSA	
Jim Aasen	TSA	
Rob Orchara	TSA	
Ed Toon	Allegiant Air	
Tracy Kleinhans	Allegiant	
Will Smith	Envoy / AA	
Nancy Hill	KCAB	
Valerie Teasdale	KCAB	
Stephen Saunders	KCAB	

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### **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 advised group of the following:

- a) Reminded group to close doors on jet bridges.
- b) New de-icing pad opening January 1<sup>st</sup>.
- c) Construction site in Baggage – please be advised not to go in the construction areas that have been stanchioned off.
- d) Please remind your employees not to cut across the A4 baggage area, continued reports of tugs going the wrong way.

### **V. Adjournment**

Stephen Saunders adjourned the meeting at 10:18 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Stephen Saunders

# 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.**

