

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**January 18, 2023**

**Facilitator: Wendi Orlando**

**Scribe: Nancy Hill**

**I. Call to order**

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:34 a.m. on January 18, 2023, via Conference Call.

**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**

Wendi Orlando shared the following:

- Construction projects continue inside and outside the facilities. If you see anything that causes concern, for example, trip hazards, please let us know so that we may follow up with the appropriate contract managers to make adjustments as necessary.
- Please remind your staff of the designated smoking areas. This includes vaping. New signs have been posted.

**Other Advisories:**

Adam Kressler advised of the following:

- Please remind your team members that driving under passenger boarding bridges are not permitted. Advise your tug drivers that they should be using their seat belts.
- In the last few months, we have had a few occasions where folks have been trying to repair wipers on windshields or doing other activities at high elevations while standing on belt loaders. That is not a safe operation. Please use the proper metal stairs or scissor lifts to get to those heights. Make sure they are following safety protocols as provided by your organizations. We do have a metal stair unit that the airport owns and has available, it has a reasonable rental rate. An agreement would need to be signed prior to use.

**Operations**

Meleia Michels advised of the following:

- Expansion joint work progresses in the TSA Checkpoint area beginning Wednesday, January 18th, moving east to the second phase. The lanes in this area will be reconfigured to allow for passenger throughput while barriers are present. This section of work is expected to be completed prior to the 30<sup>th</sup>. Once Phase 2 of the Checkpoint area is completed, work begins on Phase 3 which is currently scheduled to start on Monday, January 30th. This will be the final phase of expansion joint replacement for this location. The lanes impacted by Phase 3 will be reconfigured to allow for passenger throughput while barriers are present. All work done in this area will be completed while TSA is closed.
- Drainage projects for the garage will start at the end of the month. Baggage claim level curbside started last week and will be completed February 15<sup>th</sup>.
- Scheduled power outages will occur in the terminal building overnight, midnight to 3am next week.

Other Advisories:

Corey Thomas advised the following:

- Inspections to start on the south airfield tunnel, western direction, next week. Will be down to one lane closures.

Casey Kinosz informed the group of the following:

- AOC is working on a charter notification form for airline partners to provide charter information to the authorities.
- Airport ops has a stairs truck for use for a fee. Airlines would need to sign a contract/liability release to be able to use it. If you would like to move forward with that process, please reach out to Casey or Brian Barnott.

**V. Adjournment**

Wendi Orlando adjourned the meeting at 9:45 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando and Meleia Michels

# 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.**

