

Kenton County Airport Board

External Passenger Safety Meeting Minutes

May 17, 2017

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:53 a.m. on May 17, 2017 at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet

May 17, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Barry Erb	DELTA	
Gay Williams	TSA	
Earl Lowe	FAMS	
Rob Orsina	TSA	
James Aasen	TSA	
Julie Landrum	One Jet	
Kevin Fyfe	Dana	
Pete Faulkingham	DELTA	
Tom Straub	DELTA	
MARK DETERS	KCAB	
Joshua McShane	PSA / AA	joshuamcshane@psairlines.com
Angie Keck	PSA	angela.keck@aq.com
Kerry Ryle	TREGO-DUGAN	
Tracy Kleinhertz	Allegiant	
Ed Toon	Allegiant	
TONY STEINLE	KCAB - POLICE	
Dylan Sayles	TSA	
Janice S. Vogt	TSA	
Valerie Tensie	KCAB	
WENDI ORLANDO	KCAB	
NANCY HILL	KCAB	
Stephen Saunders	KCAB	
Rick Gourley	AA	
Bob Broderick	FEDEX	

Connie Wastell	Simplicity	
Jonnie Greene	KCAB	Jgreene@cvgairport.com
Harriet Jennings	Delta	cvgops@delta.com

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) BC asked if witnessing passengers in wheelchairs and/or passengers with service animals to please advise them not to use the escalators and moving walkways.
- b) The FAA inspection passed and went extremely well.
- c) Remote Parking – ongoing issues of driving up from west side of Concourse B and driving into remote parking area. Ops memo coming out regarding this.
- d) Terminal modernization project –Starting in August, carpet to be replaced in baggage claim, AGT tunnel, FIS, ticketing and Concourse B. Possibly a 3 to 6 month project.

V. Adjournment

Brian Cobb adjourned the meeting at 10:00 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.

