Kenton County Airport Board External Passenger Safety Meeting Minutes

June 21, 2017

Facilitator: Brian Cobb Scribe: Wendi Orlando

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:52 a.m. on June 21, 2017 at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet June 21, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Logar Schwing	KCAB	Ischwing@cvg wrpork com
South Constan	KCAB	Scorsten @ Cogarga t. com
SteerListerma	KCAB	slistermen @ cugarportion
KERRY RYLE	TDA	Krylew trego-dugan.com
MAH LAMBERT	KCAB	
Stephen Saunders	V CAR	SSAUNDERS@ cugairport.com
Robert Breveride	FEDEX	
Kevin Watts	KCAB	Kuntts @ cugair port, com
BOR HALL	UNITED	
Will Son on	ENVOY / AM	
PETE FAULKINGHAM		PETE FAULK WEHAM @ DECTAROGO
Julie Landrum	one Jet	JLANDRUM @ oneget. com
JONNIE Greene	KOAB	
HEATHER PARTON	AETIVA	
HARRON HEREINETER	ASTERA	cugoes Daetnass. Con
Justin Jordan	Southwest	justin jordan wincocos
Michael H-Tit	DHL	Marine . A.H @ OHL. com
Ed Laure	FAMS/75A	
JIM ARSEN	13A	
MARK Grast	TSA	
MARK DETERS	KCAB	
Bears Core	Keres	
WENDY OPLANDO	KCAB.	
Edward Town	Allecat Dir	
Tracy Kleinherz	Allegiant	tracy. Kleinhem Calle lantair

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

Seth Constien discussed:

- Silica Policy
- SRA on taxi lane thanks participating carriers
- Increased traffic on S. Airfield be vigilant, especially in a.m.
- Long term parking backing up onto Donaldson, be careful, call ACC if you see this
- Keep dumpsters closed increased FOD

Group discussed:

- Lightening strobes indicates lightning within 5 miles of airport. No active fueling during lightning event. MOUs signed state no fuel while strobes are on.
- Lightning suppression system currently being calibrated. Guard shack system ok waiting on acceptance by maintenance firm.

BC discussed:

- Designated smoking for employees at the Terminal is behind terminal, behind DL Baggage Service.
- Concourse A GSE has to be removed from A4 (fire lane). Stop driving across A4 and under jet bridges. (Safety hazard)
- OneJet moved to Remote 27.
- Moving walks/escalators no reported incidents since skirt brush installation.
- Fire Evac ACC should pre-announce before testing. Concourses A & B are zoned, listen for instruction to move to unalarmed zone or to evac. Going into AGT is fine.
- Concourse A bag make up barricades in place to deflect tug incursions. New layout –
 SW & UA to relocate to new carousel.

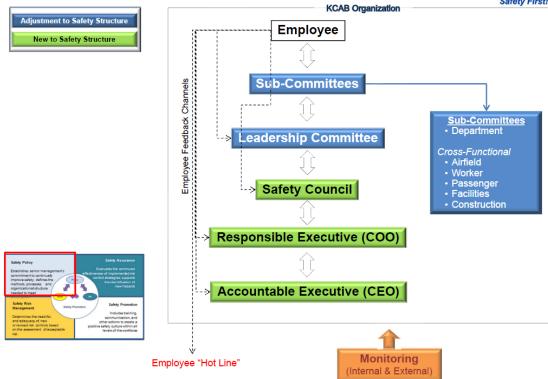
V. Adjournment

Brian Cobb adjourned the meeting at 10:11 a.m.

Minutes submitted by: Wendi Orlando Minutes approved by: Brian Cobb

KCAB Safety Structure





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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
- Commercial and Business Development
- Planning and Engineering

- Customer Service: Terminal Operations & Relations
- Police
- ARFF

External

Airlines

TSA

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