

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
Logan Schwing	KCAB	lschwing@cvgairport.com
Seth Conster	KCAB	scenster@cvgairport.com
Steve Listerman	KCAB	slisterman@cvgairport.com
KERRY RYLE	TDA	kryle@trego-dugan.com
MATT LAMBERT	KCAB	
Stephen Saunders	KCAB	ssaunders@cvgairport.com
Robert Brauer	FOUR	
Kevin Watts	KCAB	kwatts@cvgairport.com
BOB HALL	UNITED	
Wile Smith	Envoy / AA	
PETE FAULKINGHAM	DELTA	PETE.FAULKINGHAM@DELTA.COM
Julie Landrum	OneJet	JLANDRUM@onejet.com
JOHNIE GREENE	KCAB	
HEATHER DUTTON	NETNA	
ANTHONY HERRINGTON	ASTRA	cvgops@aetna.com
Justin Jordan	Southwest	justin.jordan@swair.com
Michael H. H.	DHL	Michael.H.H@DHL.com
Ed Lowe	FALUS/TSA	
TIM AASEN	TSA	
MARK GUEST	TSA	
MARK DETERS	KCAB	
Brian Cobb	KCAB	
WENDI ORLANDO	KCAB	
EDWARD TOWN	Alleiant Air	
Tracy Kleinhenz	Alleiant	tracy.kleinhenz@alleiant.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

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:

- Lightning 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



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

- | | |
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| ▪ Airlines | ▪ TSA |
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Other Key Participants/ Subject Matter Experts invited, as needed.

