

**Kenton County Airport Board**  
**External Passenger Safety Meeting Minutes**  
**April 15, 2015**

Facilitator: Brian Cobb

Scribe: Nancy Hill

**I. Call to order**

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:45 a.m. on April 15, 2015 at Concourse A, A-1 meeting room.

**II. Roll call**

**ATA Security Meeting Sign In Sheet**  
**April 15, 2015**

| Name (Please Print)    | Airline                | Email Address<br>(Only if not previously given) |
|------------------------|------------------------|---|
| David Cameron          | KCAB                   | dcameron@cvgairport.com                         |
| <i>BJ Woods</i>        | <i>Delta Air Lines</i> |   |
| <i>James Lawrence</i>  | <i>TSA FTO</i>         | <i>James.Lawrence@taxi.kentucky.gov</i>         |
| <i>STEVEN THOMPSON</i> | <i>CAP</i>             |   |
| <i>Anthony Young</i>   | <i>DHL</i>             | <i>Anthony.Young@DHL.com</i>                    |
| <i>Jim Sm...ed</i>     | <i>ENVOY</i>           |   |
| <i>GREG KUHN</i>       | <i>DELTA</i>           |   |
| <i>Kevin Comer</i>     | <i>TSA</i>             |   |
| <i>Tom Bechtel</i>     | <i>TSA</i>             |   |
| <i>JIM AASEN</i>       | <i>TSA</i>             |   |
| <i>Rob Dechart</i>     | <i>TSA</i>             |   |
| <i>Nancy Hill</i>      | <i>KCAB</i>            |   |
| <i>Travis Kausman</i>  | <i>KCAB</i>            |   |
| <i>DAVE STOCCLE</i>    | <i>KCAB - ARFF</i>     | <i>DSTOCCLE@cvgairport.com</i>                  |
| <i>WENDI ORLANDO</i>   | <i>KCAB CS</i>         |   |
| <i>Byron Burkhardt</i> | <i>KCAB - Airside</i>  | <i>bburkhardt@cvgairport.com</i>                |
| <i>Doug Kapp</i>       | <i>KCAB -</i>          |   |
| <i>Sean Breed</i>      | <i>FedEx</i>           | <i>sean.breed@fedex.com</i>                     |
| <i>Bob Orlando</i>     | <i>FED EX</i>          |   |
| <i>Jim Perist</i>      | <i>FAMS</i>            | <i>Jim.P.Perist@ok.tsa.dhs.gov</i>              |
| <i>Andrew Neuman</i>   | <i>FAMS</i>            | <i>andrew.j.neuman@ok.tsa.dhs.gov</i>           |
| <i>Daniel R. Parks</i> | <i>FAMS</i>            | <i>daniel.parks@ok.tsa.dhs.gov</i>              |
| <i>Al Cardenas</i>     | <i>Delta</i>           | <i>alfonso.l.cardenas@delta.com</i>             |
| <i>BARRY ELIS</i>      | <i>DELTA</i>           |   |
| <i>Ryan Seibert</i>    | <i>TDA</i>             |   |

### **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) Byron Burkhart reminded group that trash needs to be emptied and ramp areas cleaned more often. This prevents cycle of life issues with insects leading to birds leading to larger predators.
- b) Byron Burkhart advised everyone to close jet way doors to prevent birds from getting in.
- c) Use of flash bangs will be used by airport staff to keep birds away from aircrafts. Tenants can anticipate a greater frequency of noise "bangs" through the migration season.
- d) Dave Stoeckle – Lightning: fueling prohibited during lightning events.
- e) BC – Ops Memo issued relating to lightning and tornado responses. Piggybacked off Dave Stoeckle's comments. Also went into detail on airline/tenant responsibilities for evacuating customers to safety. All protocols are stored on Customer Services Sharepoint site.

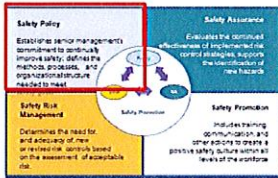
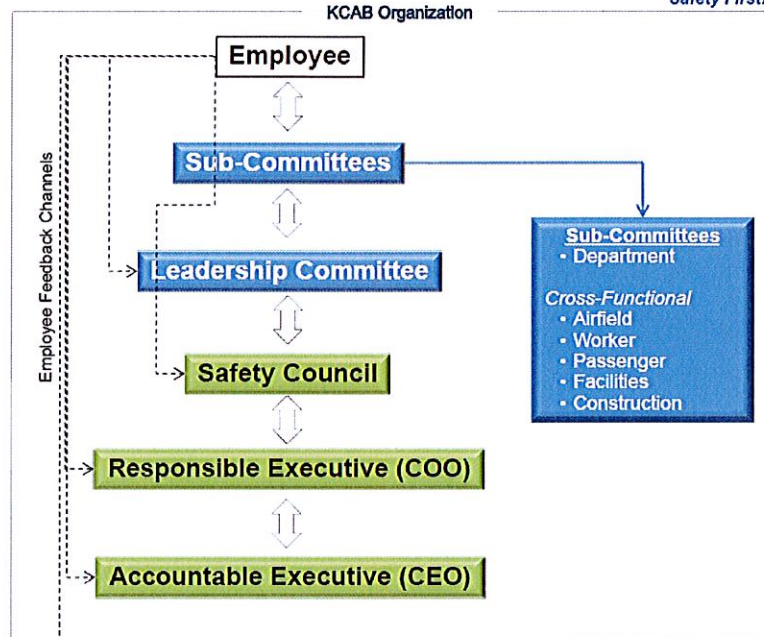
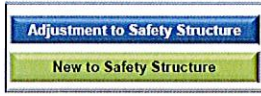
### **V. Adjournment**

Brian Cobb adjourned the meeting at 9:55 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 |
|------------|-------|

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