

Kenton County Airport Board
External Passenger Safety Meeting Minutes
November 16, 2022

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on November 16, 2022, 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:

- Ongoing construction projects in and around the airport - please be aware of your surroundings. Pay close attention to any changes in driving patterns or area closures.
- Due to colder and changing temperatures, please ensure that you are dressing appropriately according to the weather conditions.

Other Advisories:

Chris Snyder reminded the airlines to not bring anything flammable like kerosene heaters on the ramp. You may double check with the Fire Department on what is allowed.

Operations

Meleia Michels advised of the following:

- Concourse B apron rehab work moved into Phase 6. Gates B23, B25, and B27 are closed until the end of the year.
- Construction continues for the replacement of expansion joints currently in Concourse B and continuing to the AGT starting Monday, November 7th. Will be wrapping up before the Thanksgiving holiday.
- Operations memo was sent out regarding the baggage induction changes. All baggage should now be placed with wheels up and entering first, and the bag tag should now be trailing and enter last. For all issues with the baggage system, please be sure to call 859-767-7777 for assistance.
- Ramp lighting work in Concourse A, additional updates to be sent out.

Other Advisories:

Matt Houston advised the following:

- Continue to dispose skids in the dumpster by the triturator.
- Door A-29 is closed due to waiting on available parts.
- Potable water cabinets – when retracting the potable water hoses carry the nozzle back with you, so they won't get dragged on the ground and get damaged. Please keep the potable water cabinets closed. Air hoses should be put away neatly, so they won't get twisted or broken.

Adam Kressler informed the group of the following:

- Bags Inc. will be having a soft launch tomorrow. They will be accepting checked baggage on the first and third level of the rental car facility for the folks who come in on a shuttle bus or return a rental car. Three airlines are currently participating.
- Advised that there will be a new airline announcement today.
- Regarding the bag system - Use a tote or a bin if there is something that is not a standard size bag, or anything with straps that may get caught in the system.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:50 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando

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

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| ▪ 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.

