

Kenton County Airport Board
External Passenger Safety Meeting Minutes
February 19, 2014

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the **Passenger Safety Subcommittee** at **9:52 a.m.** in the **KCAB Board Room**.

II. Roll call



Sign-In

Meeting Title: Safety Operations

Date: 2/19/14

Name	Company	Phone	Email
Mark Phale	FEDEX		
Sean Reed	FedEx		
Wendi Orlando	KCAB		
Stephen Saunders	KCAB		
Kevin Comer	TSA		
Tom Berghel	TSA		
Dave Carson	KCAB		
Mark Guest	TSA		
Breanna Walker	Truist Sugar		
Joe Guerra	US Airways		
Brian Cobb	KCAB		
Tim Williams	ARP		
Dave Dilland	CBS		
Nancy Hill	KCAB		
Kevin Murphy	ARP		

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 reminded carriers to pile snow away from building, if needing help from the airport please call 7777.
- b) BC reminded operators to encourage staff not to park in the areas of the employee lot that are not open; the closure allows for snow plowing/clearing, and removal.
- c) BC reminded operators to call 7777 if they see any interior leaks. Frequency may occur/increase during the upcoming freeze/thaw cycles.
- d) Chief Murphy reminded operators to call 7777 if they see patches of ice.

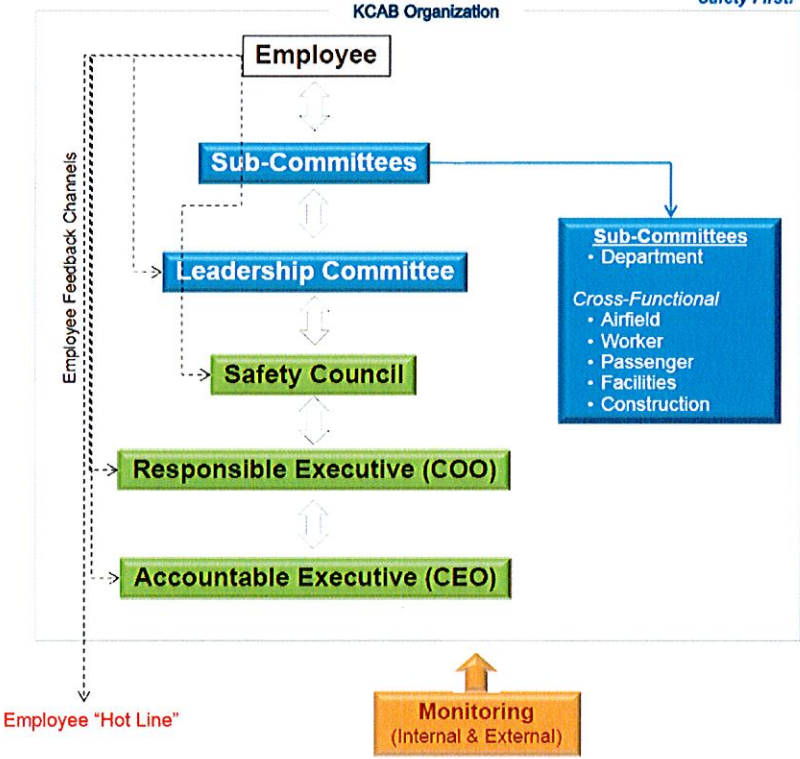
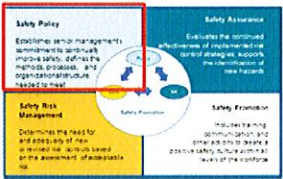
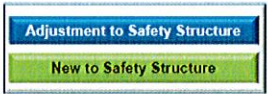
V. Adjournment

Brian Cobb adjourned the meeting at **10:03 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.