Kenton County Airport Board External Passenger Safety Meeting Minutes

August 21, 2019

Facilitator: Wendi Orlando Scribe: Meleia Michels

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on August 21, 2019 at Concourse A Meeting Hall, Ramp level.

II. Roll call

SAMS N	lecting	
NAME	ORG.	Contact
Hanneh Meredith	KCAB	hmeralith & cyairpoort.com
Melia Minuls	KLAB	mmichels Ochgairport con
Valarie Teasure	KCHB	V teasue O cuga cAnti Com
Chris Snyder	KCMB	V teasue O cuga rant. Cm CSMYDER CUGA REPORT. CON
MAGGIE PRUPTEZ	KCAB	MPAJATEL @ CUE ALEPSET. COM
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SAMES AABON	15A	JAMOS, AASENOTSA, dhs, 20
ROBERT C. ASSEO	DELTA	Vobert. asses & delta. COM
Shown Ward	KCAB	Sungalacyanapport, com
Christy Blackburn	Delta	Christy- C. Blackburn @delta.com
Ryan Norman	Delta	ryan norman @delta com
Robert BRODERICK	FEDEX	RABIZO DERICK @ FIDEX. Com
Mary ErwesT	MENZIES	mary. eneste john menzies . acro.
JONNIE Coleene	KCAB	Jareene e ovapirporticom
Kimberly Hallay	Hetra	COGODS a Defrais.com
Sean Harris	DGS	sean . harris @ delta. com
Mike Roush	Mozies	Michael Rache Thomasico an
MATTHEW WEISSMANN MATTHEW WEISSMANN CALLEGIANT ALECCIA		
Tracy Kleinhenz		tracy. Kleinhen ve allegiantair. com
Tustin Tordan	Soutoupst	justin jadan Punco com
Zack Hawley E.		Zaw. Hawley & Endrawar Art. com
Kichail Myers En-Dequer Air Richard. Myers @ Brogger Air.com		
Wendi Orlando		worlandor a cygair port, com
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III. Review/Discuss Open Items from Action Item List

- 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

Maggie Pryatel:

- Presented on Policy 8412 and proper waste management throughout the airport. Special disposal practices for batteries, pesticides, lamps, mercury-containing equipment. Waste must be labeled in storage with start date.
- Discussion of potentially setting designated location
- For further details, Maggie said to contact her at mpryatel@cvgairport.com

Hannah Meredith:

- For charters in remote areas, please remember to conduct a FOD walk afterwards to ensure that the space has been cleaned.
- Please download the emergency response plan app if you have not done so already

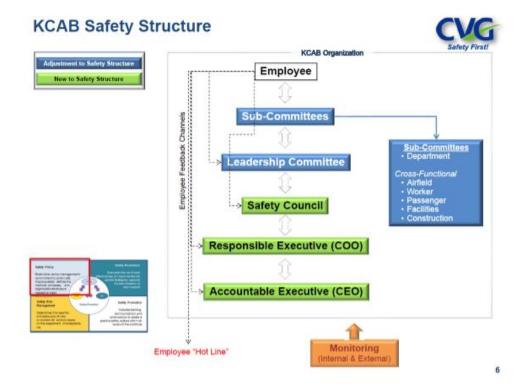
Wendi Orlando:

 Reminder that Customer Service is able to schedule meetings with ARFF to review emergency evacuation procedures for different groups if requested.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:55 a.m.

Minutes submitted by: Meleia Michels Minutes approved by: Wendi Orlando





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.