

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 Meeting

<u>NAME</u>	<u>ORG.</u>	<u>Contact</u>
Hannah Meredith	KCAB	hmeredith@cvgairport.com
Meleia Michels	KCAB	mmichels@cvgairport.com
Valerie Teague	KCAB	Vteague@cvgairport.com
Chris Snyder	KCAB	csnyder@cvgairport.com
Maggie Pryatel	KCAB	M.PRYATEL@cvgairport.com
Cassy Kinosh	KCAB	ckinosh@cvgairport.com
DYLAN SAYMES	TSA	DYLAN.SAYMES@TSA.DHS.GOV
JAMES AASEN	TSA	JAMES.AASEN@TSA.DHS.GOV
ROBERT C. ASSEO	DELTA	Robert.asseo@delta.com
Shawn Ward	KCAB	SWard@cvgairport.com
Christy Blackburn	Delta	Christy.C.Blackburn@delta.com
Ryan Norman	Delta	ryan.norman@delta.com
Robert Broderick	FEDEX	RA.Broderick@FEDEX.COM
Mary ERNEST	MENZIES	MARY.ERNEST@JOHN.MENZIES.CO.UK
JONNIE GREENE	KCAB	Jgreene@cvgairport.com
Kimberly Hallau	Netra	ckhops@netra.is.com
Sean Harris	DGS	sean.harris@delta.com
Mike Kemp	Menzies	Michael.Kemp@Johnmenzies.co.uk
MATTHEW WEISSMANN	Allegiant	MATTHEW.WEISSMANN@ALLEGIANTAIR.COM
Tracy Kleinhenn	Allegiant	tracy.kleinhenn@allegiantair.com
Justin Jordan	Southeast	justin.jordan@usps.com
Zack Hawley	Endeavor Air	Zack.Hawley@EndeavorAir.com
Richard Myers	Endeavor Air	Richard.Myers@EndeavorAir.com
Wendi Orlando	KCAB	worlando@cvgairport.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

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

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.