

Kenton County Airport Board
External Passenger Safety Meeting Agenda/Minutes
October 8, 2013

Facilitator Brian Cobb

Scribe Brian Cobb (initially)

I. Call to order

Brian Cobb called to order the regular meeting of the **Passenger Safety Subcommittee** at **~9:50 a.m.** on **October 8, 2013** in **KCAB Board Room**.

II. Roll call

The following persons were present:
See attached sign-in.

III. Review/Discuss Open Items from Action Item List

- a) First meeting
- b) *Scribe to be determined in future session

IV. New business

- a) Brief overview of the following elements
 - 1) KCAB's Safety Structure Elements
 - 2) External Passenger Safety Charter
 - 3) Example of action item list
 - 4) Trending and reporting
- b) Open dialogue pertaining to the above
 - BC opened the meeting
 - BC shared KCABs movement into a more formal safety structure in anticipation of SMS
 - BC described the passenger safety implications from landside roadway to ramp road where the public could/would be exposed to any hazards
 - BC described the structure and flow of the safety groups by sharing the "safety structure" org-like chart in the presentation materials
 - BC described that the Passenger Safety Subcommittee will have an internal and external approach; this team represents the external issues and will support cross-flow of information with our external participants
 - o BC (or representative from Customer Relations) will represent the external sc at the internal sc group and vice versa.
 - BC used example of rain mitigation plan in housekeeping and how prevention/mitigation is core to our approach versus reactionary; it also implicates

numerous work groups inside KCAB and external business partners (i.e. carriers, TSA, concessions)

- BC shared the DRAFT charter outlining what the group was presently engaged with. He requested that any recommendations/edits/corrections be sent to his attention with the intent of sharing a final version by next meeting.
- BC shared that items discussed, if warranted, would be entered into an action item list for resolution
- BC opened the floor to questions; there were none.

V. Adjournment

Brian Cobb adjourned the meeting at **10:10 a.m.**

Minutes submitted by: Brian Cobb

Minutes approved by: Brian Cobb



CINCINNATI/NORTHERN KENTUCKY
INTERNATIONAL AIRPORT

Sign-in

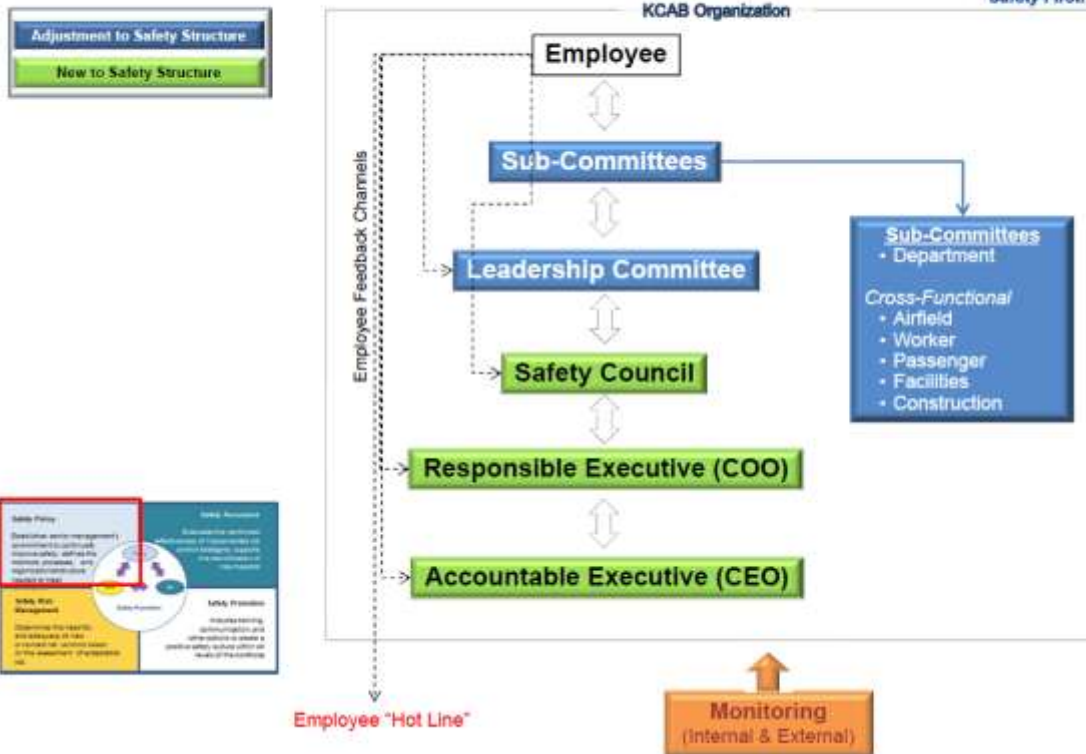
Operational Meeting

Date: 10/08/13

EXTERNAL SAFETY - (PAX)

Name	Company	Phone	Email
Brian Cobb	KCAB	3145	BRCobb@CVGairport.com
Tina Reddington	American Eagle	3153	TINA.Reddington@AA.com
Barry Erb	DELTA	7651	Barry.Erb@delta.com
Wendi Orlando	KCAB	7470	worlando@cvgairport.com
Timothy T. Willard	CBP		
Steve Thompson	CBP		Steve.C.Thompson@cbp.dhs.gov
Ray Williams	TSA	488-0282	Ray.Williams@TSA.DHS.GOV
Anthony Young	DHL	859-444-2013	
Kevin Murphy	APD		
DAVE CAMERON	KCAB	859-767-3070	
Brian Belcher	TSA/OLE	859-544-3355	
Tom Bechtol	TSA	859-630-4171	
Ed Woods	DELTA PRIVATE TERS.	859-663-1814	eddie.woods@delta-privatejets.com
Stephen Saunders	KCAB		
Adam Kressler	KCAB	4710	
Eddraena Powell	US Airways Express	859-767-3600	Eddraena.Powell@usairways.com
Bob Blumel	Fedex	859	
GARY MEADE	UNITED	525-5920	GARY.D.MEADE@UNITED.COM

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.