

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

February 20, 2019

Facilitator: Wendi Orlando

Scribe: Hannah Meredith

### I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:49 a.m. on February 20, 2019, at Concourse A Meeting Hall, Ramp level.

### II. Roll call

#### ATA Security Meeting Sign In Sheet February 20, 2019

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Joshua Sherr	CBP	Joshua.Sherr@cbp.dhs.gov
Robb Gouge	CBP	Robb.Gouge@CBP.DHS.GOV
Bob Hawley	Delta Security	robert.e.hawley@delta.com
Pete Faulkner	Delta	Pete.Faulkner@delta.com
Bob Washington	Michels Fuel	Bob.Washington@MichelsFuel.com
Mike Roush	Michels Fuel	Michael.Roush@MichelsFuel.com
Tracy Kleinhenz	Allegiant	tracy.kleinhenz@allegiantair.com
Ed Todd	Allegiant Air	Ed.Todd@Allegiantair.com
Joanie Greene	KCAB	Jgreene@cvgairport.com
Maria Deters	KCAB	mdeters@cvgairport
Ruth Mackess	Aetna	
Kevin Watts	KCAB	
Greg Rice	Frontier	
Wm Simon	TRIPW-OUTER	

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JAMES LAURENCE	TSA FJO	on file
DYLAN SALMER	TSA/DAESD	on file
Shannon Harbin	TSA/TSM	shannon.harbin@tsa.dhs.gov
Justin Jordan	Southwest	justin.jordan@swair.com
Bob Brande	FedEx	
MARY ERNEST	Michels	on file
Hannah Meredith	KCAB	
Melissa Williams	KCAB	
Wendi Orlando	KCAB	

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### **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**

Wendi Orlando discussed the following:

- Fire bottles must be within 200 feet of the gate that the aircraft operation is taking place at. ARFF will be enforcing this and citations will be given if found in violation.
- Kudos to American Airlines crew during a recent medical emergency. Decision was made to call for a medical emergency and because of this quick thinking from the crew, the passenger's life was saved.
- Announced dates for escalator/powerwalk out of service schedules.

Seth Constien discussed the following:

- There is a Hepatitis A outbreak. Please make sure your employees are wearing PPE if in contact with fluids and have vaccinations.
- We are about to launch MyCVG.net. We will have a hazard and FOD reporting tool. You can put in these hazards instead of calling x7777. We are looking for volunteers for beta users to provide feedback. Send us your email info of who you want to test the system. We are hoping to have a test group by the summer.

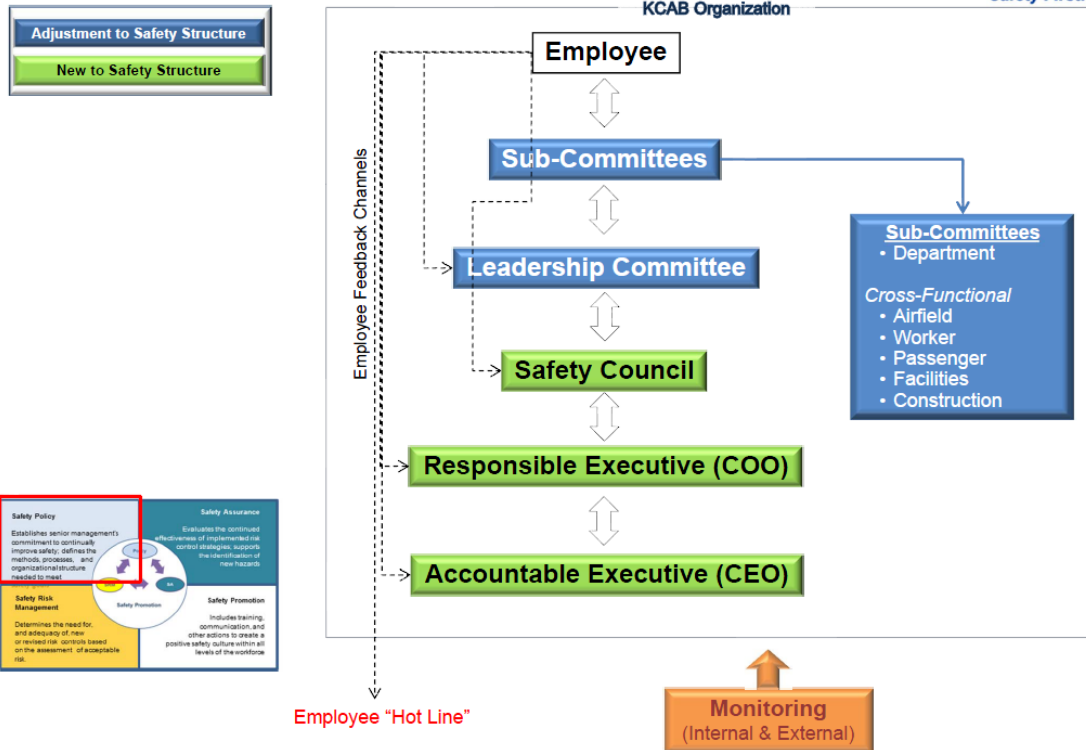
### **V. Adjournment**

Wendi Orlando adjourned the meeting at 9:56 a.m.

Minutes submitted by: Hannah Meredith

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.**

