

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

March 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 10:08 a.m. in the Airport Navigation Room.

### II. Roll call



Sign-In

Meeting Title: Pax Safety / OPERATIONS

Date: 3/19/14

Name	Company	Phone	Email
Wendi Orlando	KCAB	7470	
Mark Brice	FEDEX		
David Dillard	CBP	707-3153	
Christina Paladina	AT/UA	252-6727	
Tim Rodenhouse	DE	711-2753	
Eddecan Bonilla	IAS	747-3400	
Paul Vester	TRB	512-207-6435	
Stephen Saunders	KCAB		
Jim Bisset	TSA		
Brian Houston	KCAB		
Dana Cameron	KCAB	7470	
Tom Bechtel	TSA	859-620-4721	
Mark Galt	TSA	859-610-4172	
Rob Dabard	TSA	857-881-9145	
Brian Cobb	KCAB	7470	
Nancy Hill	KCAB		
Chuck LeVine	DECTA	859-322-3041	
Chuck Jones	DECTA	859-322-2929	

### 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) Garbage is being placed in the fluted ash urns and catching on fire, BC reminded carriers if they see this to please report it. May replace them with concrete bases and sand.
- b) BC informed carriers that the tarps have been removed from the terminal roofs and no problems have been reported.
- c) BC advised that the moving sidewalk pallets are still being replaced and repaired, concourse B is completed.
- d) Airport policeman Adam McGuire reported that self defense classes are being offered.
- e) Wendi Orlando advised that there are opportunities for active shooter training.

#### **V. Adjournment**

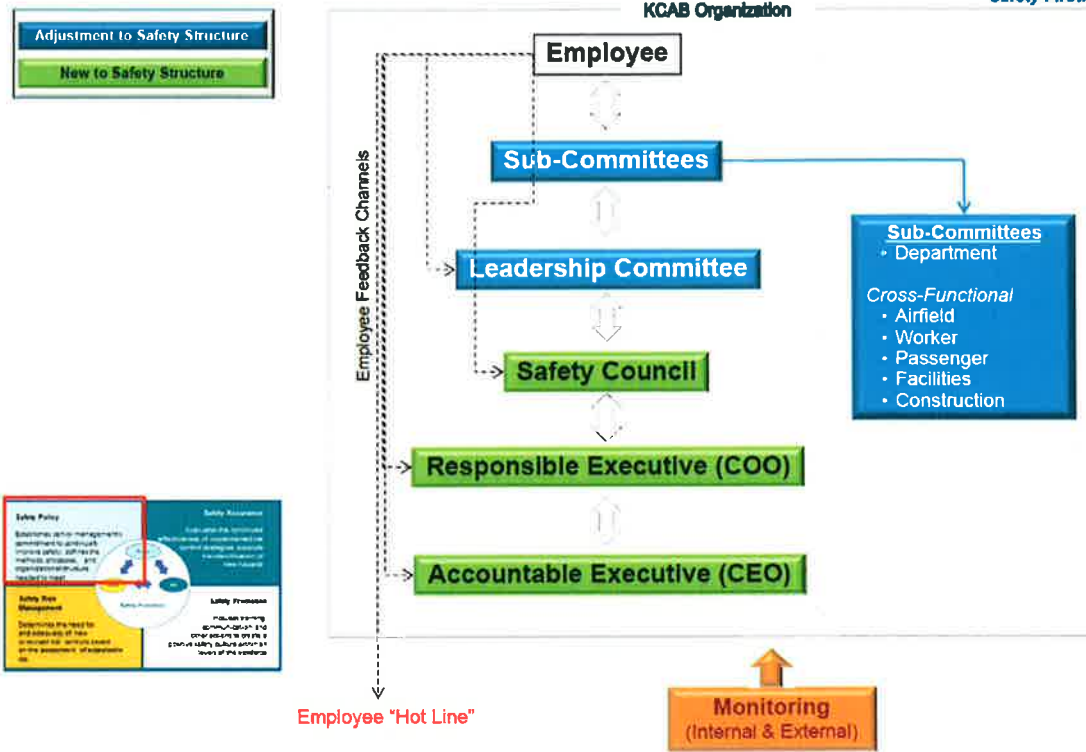
**Brian Cobb** adjourned the meeting at **10:45 a.m.**

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 |
|------------|-------|

**Other Key Participants/ Subject Matter Experts invited, as needed.**