

Kenton County Airport Board
External Passenger Safety Meeting Minutes
August 19, 2020

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on August 19, 2020, via Conference Call.

II. Roll call

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

Safety

Wendi Orlando advised of the following:

- Mask compliance is improving every day in the terminal and facilities. If additional masks are needed for passengers or employees, please call 7777 and the airport operations team will deliver to you. A table at the front of the Terminal is stocked with masks for customers to take if needed.
 - Hannah Meredith added a reminder to the airlines: if your policy for wearing masks change, please notify us to ensure staff is providing current information to customer inquiries.
- Contact Wendi Orlando if air carrier team members would like to participate on scripted PA announcements that run through the facilities. They will then record themselves on their cell phones and send the recordings to Wendi.
- Working on Health Accreditation through Airports Council International. In light of the pandemic, we will be reaching out to several departments and organizations to discuss in what way procedures have changed on how we are cleaning, processes at the gate, checkpoint, etc. This information will help in responding to the ACI questionnaire.
- Working with Communications on a healthy at work pledge. (Commitment to working healthy for the benefit of passengers, employees, and community.) Information will be going out to airline managers to inquire if they would like to participate in a picture when this is rolled out.

Operations

Hannah Meredith advised of the following:

- Thanked Concourse A carriers for their help and flexibility regarding last minute changes due to weather for maintenance work completed in their area. Their support insured finishing the work efficiently and quickly. Notifications will be sent when Field Maintenance will be working at gates for pavement repairs.
 - Matt Houston informed group of the following completed projects: Cab floors on five bridges were replaced which creates a better walking path for passengers to get on and off the airplane. New valves were installed which will provide a better idea of the glycol percentages, the air temperature, and information on the air flow from the PCA's going into the aircraft.
- Encouraged FOD walks. FOD Boss is available for your use and is located in the breezeway on the east side. Instructions will be sent out on how to reserve and how to use it.
- Walkarounds are encouraged to ensure equipment is operational and in safe working conditions.
 - Casey Kinosz discussed the following: Reminded all carriers to call AOC, (7777) to advise of any updates regarding when an aircraft has reservations, when they are at a spot, and when the aircraft has vacated a spot. Advised to call ext. 3123 or 911 for emergencies, and for non-emergencies, to call ext. 7777. Adam Kressler informed the group stickers are available with these phone numbers to place on your phone. Call us and we will get them to you.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:53 a.m.

Minutes submitted by: Nancy Hill

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

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| ▪ Facilities Maintenance | ▪ Customer Service: Terminal Operations & Relations |
| ▪ Commercial and Business Development | ▪ Police |
| ▪ Planning and Engineering | ▪ ARFF |

External

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| ▪ Airlines | ▪ TSA |
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Other Key Participants/ Subject Matter Experts invited, as needed.

