

Kenton County Airport Board

External Passenger Safety Meeting Minutes

June 20, 2018

Facilitator: Stephen Saunders

Scribe: Nancy Hill

I. Call to order

Stephen Saunders called to order the regular meeting of the Passenger Safety Subcommittee at 9:58 a.m. on June 20, 2018, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet June 20, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgaairport.com
Brian Cobb	KCAB	bcobb@cvgaairport.com
Seth Conston	KCAB	
Aiane Karls	KCAB	akarls@cvgaairport.com
HEATHER PARTON	ACTNA	cugps@actna.is.com
CASEY RICHARDSON	KCAB	
Justin Jordan	SWA	justin.jordan@swa.com
Joshua McShane	PSA/AA	
James Lawrence	TSA/FIU	
BOB HAN	UNITED	
Mike Rosh	Mazda	Mike.Rosh@psa.com
Tracy Kleinkenz	Allegiant	
Wendi Orlando	KCAB	
Nancy Hill	KCAB	
Mike Decker	KCAB	

Hannah Mendith	KCAB	
Hope Mitchell	KCAB	
Caroline Cusick	KCAB	
Danica S. Vior	TSA	
Ree Fan Hingman	DEPT.	
Roy Walsh	KCAB	
Kevin White	KCAB	
Josh Mann	KCAB	
Melissa Walpole	PSA	Melissa.Walpole@psa.com
Stephen Saunders	KCAB	
Matt Lambert	KCAB	
Tom Brashers	KCAB	
MATTHEW GARRITS	KCAB	
Ed Brashers	FEDEX	
Paul P. Hill	KCAB	
Kevin Cooper	TSA	
Wilbur Hooks	TSA	

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

Stephen Saunders and Brian Cobb discussed the following:

- a) Escalator and moving walkway safety
 - If you see someone fall, please stop the operation of the escalator.
 - Repairs ongoing, escalator back in service on July 6th at Concourse A. FIS to Concourse B – state inspection happening on escalator. Parking escalator down for 3-4 months. There will be a contingency plan should both of the up escalators fail, we will bus passengers to Concourse A.
 - Trains - new monitors – work in progress, updated design gives passengers better communication on when trains are arriving.
- b) Severe Weather
 - Procedures can be found on the Customer Service Sharepoint. Please review with your staff.

Seth Constien discussed the following:

- Compactor safety
- Oil spill procedures

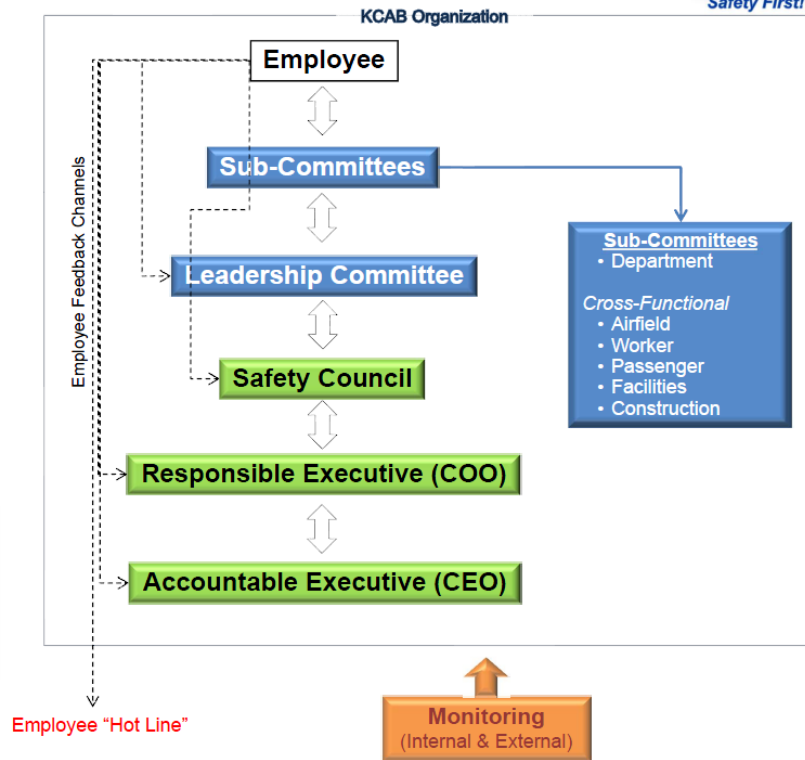
V. Adjournment

Stephen Saunders adjourned the meeting at 10:10 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Stephen Saunders

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.

