

Kenton County Airport Board

External Passenger Safety Meeting Minutes

September 18, 2019

Facilitator: Wendi Orlando

Scribe: Meleia Michels

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on September 18, 2019 at Concourse A Meeting Hall, Ramp level.

II. Roll call

MEETING SIGN-IN SHEET				
Project:		SAMS Meeting		Meeting Date:
Facilitator:		Lt. Col. Lambert, APD		Place/Room:
Name	Initial	Company	Phone	E-Mail
Kate Whaley	KW	CBP	859-767-202 ext. 129	Kate.d.whaley@dhs.gov
TIM AMEN	TA	TSA	859-485-0129	JAMES.AMEN@TSA.DHS.GOV
Rob Olchefs	RO	TSA	859-979-9125	Robert.Olchefs@TSA.DHS.GOV
Wili Smith	WS	TDA	859-446-3100	Wili.Smith@TDA
Christy Blackburn	CB	Delta	859-452-1722	Christy.C.Blackburn@delta.com
Ryan Norman	RN	Delta	901-916-7241	Ryan.Norman@delta.com
Edward Bracke	EB	Delta	859-767-5795	Edward.Bracke@delta.com
Kimberly Hallau	KH	Aetna/Hallau	859-248-1000	Kimberly.Hallau@aetna.com
JENNIFER GREENE	JG	KCAR	859-702-3468	Jgreen@delgairport.com
MARK CARROLL	MC	Delta Private Jets	859-534-5316	mark.carroll@delgairport.com
Robert Broderick	RB	FEDER	859-595-9777	Robert.Broderick@FEDER.com
Charles Kenler	CK	TSA	859-991-9091	Charles.Kenler@TSA.DHS.GOV
Charles Ernst	CE	TSA	513-519-5918	charles.ernst@tsa.dhs.gov
DANIEL VOGT	DV	TSA	859-538-8975	daniel.vogt@tsa.dhs.gov
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Name	Initial	Company	Phone	E-Mail
Mick Detoro		KCAB		mickdetoro@kcpa.net
Adam Karlis	AK	KCAB	859-250-7013	adamlk@kcpa.net
MARY ERNST	ME	MOORE'S	513-206-9242	mary.ernst@moore's.com
ROSE Foster	RF	MOORE'S - Fuel	513-206-9242	rose.foster@moore's.com
Mick Copeland	MC	MOORE'S	859-767-3519	mick.copeland@moore's.com
Cathy Kincaid	CK	KCAB	859-247-1111	cathy@kcpa.net
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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

Adam Karlis:

- The FOD boss system is set to go live on October 1st. The online reservation system is still being updated. Please know that to use the machine you will need a vehicle with a trailer hitch and that it will function at 10 mph or less.
- FOD walks have been successful so far. They will continue to be on the 1st Thursday of each month. A date will be set in the future for the baggage makeup area cleanup. During Winter, there will be a focus on the lower level of T3.

Wendi Orlando:

- Dump FOD buckets regularly.
- Close dumpster doors completely to reduce potential FOD.
- Please be aware of the variety of general notices coming out for work around the airport.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:47 a.m.

Minutes submitted by: Meleia Michels

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 |

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External

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