

Kenton County Airport Board

External Passenger Safety Meeting Minutes

April 16, 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 9:43 a.m. in the KCAB Board Room.

II. Roll call

ATA Security Meeting Sign In Sheet
April 16, 2014

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Sharon Ward	KCAB Board	
Veronica W. W. W.	Allegiant, Frontier, Spirit	Veronica.Ward@allegiant.com
Joe G. G. G.	Piedmont Airlines	joeg@piedmontair.com
John Beaman	DAL	John.Beaman@dal.com
Nancy Hill	KCAB	
Wendi O. O. O.	KCAB	
Lorrie Baden	Delta	LORRIE.D.BADEN@DELTA.COM
Brian Hamilton	KCAB	
Brian Hamilton	TSA/FAMS	Brian.Hamilton@tsa.dhs.gov
Pat Allen	TSA	
Ray Williams	TSA	
George A. Adams	TSA/FAMS	George.A.Adams@tsa.dhs.gov
Kevin Connor	TSA	Kevin.Connor@tsa.dhs.gov
Mark Galt	TSA	
Bob Blumhede	FedEx	
Samuel Cook	KCAB	
Tina Beaman	Envoy	
Christina Paladino	United	

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) Shawn Ward advised the police department will be handing out 911 emergency contact stickers to tenants to be placed on telephone handsets. Wendi Orlando to piggyback with Ops Memorandum to make sure airport community is aware of the stickers, how to get more, and who to contact if there are questions.
- b) Moving Walkways – BC informed group that moving walkways are up and running in B, two are complete in A, (completion is expected the end of May). Tunnel – Terminal to A is complete; A to B completion at a later date.
- c) Roof project - BC advised two weeks left until completion in the Terminal and then renovations will begin in Concourse A.
- d) BC reminded everyone that there is a video and ops memo regarding severe weather on the extranet site.

V. Adjournment

Brian Cobb adjourned the meeting at 9:50 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.