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

		(Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Shada Ward	MEAC COURS	
Kreyna Walker	allegiout Frantie Son	Resemble They duyen ogne
Sign Giorgia	Balanare Autres	property that have been
JOHN BERNGEN	DHC	John Ber Mand Aux
Nancy Hill	ROAB	200 240 00 00 00 00 00 00 00 00 00 00 00 00 0
Wendi Corpodo	U.CAB	
LONNIE Baden	DEITA	LONNIE, D. BOTEN COS. 177.
ERIAN HOUSELOOM	KCAB	
Bem Bosence	TSAL FAME	Beren c. Hermory out Tol
Just AMEN	rsA	
: Kay Williams	T3 A-	
Groupe A · Lamos	TEA FAMS	Corner A Romen & Dus Sor
Levin Comer	TSA	Kevin Comme & is Rolls gow
Marks Gwat	TSA	
Bills Bittedaypools.	FEDSY	
The same	200	
TINA REMODERTON	2000Y	
hristma paladina	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.

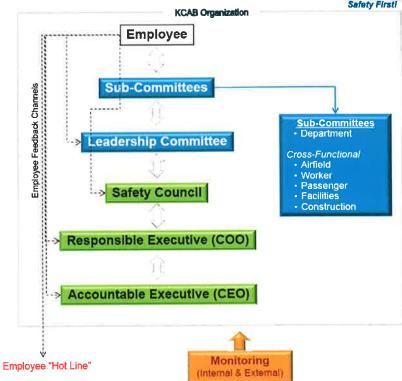
Minutes submitted by: Nancy Hill

Minutes approved by: Brian Cobb

KCAB Safety Structure







Exist Prints

Exist India

Exis

6



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
- Commercial and Business Development
- Planning and Engineering

- Customer Service: Terminal Operations & Relations
- Police
- ARFF

External

Airlines

TSA

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