

Kenton County Airport Board

External Passenger Safety Meeting Minutes

February 21, 2018

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:41 a.m. on February 21, 2018, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet February 21, 2018

Name (Please Print)	Airline	Email Address (Only if you provide it above)
David Cameron	KCAB	davidcameron@kcabport.com
Brian Cobb	KCAB	brian@kcabport.com
Nancy Hill	KCAB	
Hannah Meredith	KCAB	
Wendi Orlando	KCAB	
Phil Gentry	KCAB	
James Brown	KCAB	
Pat Hadden	KCAB	
Robin Cooper	KCAB	
Mike Brown	KCAB	
James Brown	KCAB	
Andrew Woods	TSA	
Ed Lowe	TSA	
Roy Woods	KCAB	
Mark Proctor	REDC	

David Brown	TSA	
Tim Brown	TSA	
Debra Taylor	TSA	
Stephen Saunders	KCAB	
Kathleen Bauer	DL	
Josh Mann	KCAB	
Karin Wooten	KCAB	
Troy Kershner	Allegiant	
Bob Hall	United Airlines	
Chris Blackburn	Delta	
Pat Furlingham		
Billy Bob		
Atley Sabatone	TSA	
Clad Adams	TSA	
John Draper	TSA	
Wendy	AA	
Justin Jordan	Southwest	

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

Seth Constien advised group of the following:

- a) Severe weather procedures – carrier/operators are responsible for snow removal from the gate to the ramp road. After critical areas are cleared, Board personnel and equipment may assist with gate clearing.
- b) Construction for the CONRAC building - anticipate an overall increase in vehicle and truck traffic. Personnel are reminded to pay strict attention to speed limits, pavement conditions during inclement weather, and other potential hazards.
- c) Baggage make up area – All staff and tug drivers are reminded to use extreme caution in and around the area. All drivers are urged to maintain a slow, safe speed going in and out of this area.
- d) FOD – Reminder to close dumpster lids to prevent trash from blowing out.
- e) Inspections coming up – ramp lines painted.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:46 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

- | | |
|---------------------------------------|---|
| ▪ 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.

