

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**July 21, 2021**

**Facilitator: Wendi Orlando**

**Scribe: Nancy Hill**

**I. Call to order**

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:45 a.m. on July 21, 2021, at Concourse A, Housekeeping area, Ramp level

**II. Roll call**

**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**

**Safety**

Wendi Orlando shared the following:

**Masks**

- Masks are still federally mandated in the passenger facility areas. Please ensure that employees are wearing their masks. They are being handed out by the TSA and Ambassadors. Baskets are stocked with masks on the ticketing bridge. If you need masks, please call 7777 and Airport Operations will deliver them.

**Insulation Work**

- Condensation was collecting on the duct work and consequently dripping on the terrazzo. Contractors have been working to fix the problem.

**Construction**

- Be cognizant of your surroundings. With escalators under repair, direct people that have strollers or animals to use the elevators.

**Other Advisories:**

- Chris Snyder advised to please be mindful of FOD and ensure your areas are kept clean.

## **Operations**

Hannah Meredith advised of the following:

- Reminded everyone to not park equipment in front of dumpsters and to keep a clear space in front of them.
- With the passenger volume increasing, Adam and Hannah rearranged stanchions on the west side to help mitigate long lines. Feedback is welcome if rearrangement is wanted/needed.
- Bag Claim Carousels are all back in service. Please be vigilant that what is displayed on the screens are accurate.

## **Other Advisories:**

- Wendi Orlando will be rescheduling more walk throughs with station managers. Advised group to work with Prospect regarding contracts to ensure wheelchair service will be provided to and from the CONRAC.
- Wendi informed the group several programs will possibly be returning. Working with Tri State Honor Flight for possible flights in September and October. Also, working with Delta to bring LIFT back. Within the next month, the Sunflower Program will be rolling out. Individuals wear green lanyards with yellow sunflowers which help identify if they have a hidden disability. This enables us to ask or assist them with any help they may need.
- Matt Houston informed group there has been an uptick in damage to water cabinet hoses. Please be mindful to roll up hoses correctly so that doors can be closed properly.
- Tim Haizlip advised that the airport passed the FAA annual inspection. Informed group that repairs on the employee parking lot have started this week.
- Cassie Krautsack gave a presentation regarding updates on the CONRAC.

## **V. Adjournment**

Wendi Orlando adjourned the meeting at 10:20 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando and Hannah Meredith

# 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 |
|------------|-------|

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

