

Kenton County Airport Board

External Passenger Safety Meeting Minutes

April 19, 2017

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:48 a.m. on April 19, 2017 at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet April 19, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
JAMES AASEN	TSA	
JAMES LAWRENCE	TSA	
Wendi Orlando	KCAB	
Seth Consten	KCAB	
Tracy Kleinhart	Allegiant	
Ed Toon	Allegiant	
Joshua McShane	PSA / AA	joshua.mcshane@psa-air.com
Connie Wastell	Simplicity / United	
Rob ORCHAKA	TSA	
MARK GUST	TSA	
VINSON BULLOCK	TSA	
GERALD GIBBEL	TSA	
Ed Lauer	FANS - TSA	
Kay Williams	TSA	
Stephen Saunders	KCAB	
Justin Jordan	Southwest	justin.jordan@unco.com
MARK DETERS	KCAB	
JOHNNIE BROOME	KCAB	
Aaron Herrington	Delta	ahg085@delta.com
Mike Murphy	Delta	
Tom Straub	Delta	
Peter Faulkner	Delta	Peter.Faulkner@delta.com
Christy Blackburn	Delta	Christy.C.Blackburn@delta.com
Julie Landrum	OneJet	

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Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Brian Cobb	KCAB	bcobb@cvgairport.com
TONY STEINLE	KCAB	
Bob Broderick	FDX	
Robert Gray	TSA	robgray@tss.dh.gov
Tom Beckel	TSA	
MATTHEW GABERT	KCAB	mgabert@cvgairport.com
William Smith	AA	

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) BC advised of equipment installation by Southwest personnel in an existing podium adjacent to the carousel. The temporary assignment will be in the vacant northeast corner. To assist with sufficient capacity and work space, personnel are reminded of the ongoing carousel construction on the interior and recently modified areas just outside of the bag room. As activity increases and new personnel are added to our respective organizations, please take appropriate time to remind and frequently discuss safety situational awareness among all staff. Ops memo will be coming out.
- b) Ops memo to come out regarding Concourse A ramp pavement coring. Contracted personnel will begin coring May 8th and continue through May 11th. This activity will result in temporary gate closures while the work is being completed. Please notify ramp personnel to use caution when operating near these work zones.
- c) BC informed group of construction to begin on the build-out of two baggage service offices. Construction activity will be ongoing for several weeks and will be located on the west baggage claim level. The work area will include a protective barrier and appropriate construction safety signage.
- d) There will be nightly power outages affecting Concourse A in support of the new carousel being installed in the Concourse A baggage make-up area. There will be nightly conveyor closures of the inbound and outbound feed lines serving Concourse A. These closures are necessary to allow the contractor to safely move conduit and perform other necessary adjustments. The work will begin on May 1, occurring each night, and concluding on the morning of Saturday, May 6.
- e) Ops memo to come out regarding Taxilane restrictions related to Concourse C demolition. Taxilanes Ramp 2 North and South between Taxiways Echo and Foxtrot, including Call Spots 14 and 15, will be closed Wednesday, May 3rd, 2017 beginning at 7:30 a.m. The closure is anticipated to last through the next several months. Appropriate NOTAMS and ATIS messages will be issued for the closure.
- f) Anticipating an overall increase in vehicle and truck traffic around DHL facility due to the start of Amazon Prime Air on May 1st. Personnel are reminded to pay strict attention to speed limits, pavement conditions during inclement weather, and other potential hazards.

V. Adjournment

Brian Cobb adjourned the meeting at 9:59 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

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

