

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

April 17, 2019

Facilitator: Wendi Orlando

Scribe: Hannah Meredith

### I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:47 a.m. on April 17, 2019, at Concourse A Meeting Hall, Ramp level.

### II. Roll call

#### ATA Security Meeting Sign In Sheet April 17, 2019

| Name (Please Print) | Airline      | Email Address (Only if not previously given) |
|---------------------|--------------|--|
| David Cassano       | KCAB         | dcassano@kentairport.com                     |
| Pat Gaud            | CBP          | pat.gaud@cbp.dhs.gov                         |
| Jason Shaw          | CBP          | jason.shaw@cbp.dhs.gov                       |
| Steve Casper        | SWA Book Res | steve.casper@swair.com                       |
| Ally Casper         | SWA Book Res |  |
| Wm Scott            | TSA          |  |
| Jennifer Dine       | AP TENNEY    | Jennifer.Dine@aptenney.com                   |
| Robert Bond         | Boeing       | Robert.Bond@boeing.com                       |
| Bob Hall            | UNITED       |  |
| Gary Rice           | Frontier     |  |
| Christy Blackman    | Delta        | Christy.C.Blackman@delta.com                 |
| Nesha Marshall      | KCAB         |  |
| Shantell Brown      | KCAB         |  |
| Melissa Nichols     | KCAB         |  |
| Steve Lohman        | KCAB         |  |

|                   |              |                             |
|-------------------|--------------|-----------------------------|
| Steve Bond        | KCAB         |                             |
| Mark Lusk         | KCAB - D.B.  |                             |
| Art Anderson      | CBP          | Art.Anderson@cbp.dhs.gov    |
| Zed Hardy         | Embair Air   | Zed.Hardy@embair.com        |
| Paul Ryan         | SWA Book Res | Paul.Ryan@swair.com         |
| Hannah Herrington | Delta/Delta  | Hannah.Herrington@delta.com |
| Tamara Brown      | KCAB         |                             |
| Oliver Satter     | TSA          | on file                     |
| Oliver Satter     | TSA          | on file                     |
| Paul Velt         | TSA          | on file                     |
| Mike Davis        | KCAB         |                             |
| Adam Keesler      | KCAB         | on file                     |
| Edy Spaul         | KCAB         |                             |
| Justin Jordan     | SWA          |                             |
| Bonny Spence      | APU          |                             |
| Bethany Wooten    | Delta        | Bethany.Wooten@delta.com    |
| Kim Wooten        | KCAB         |                             |
| Jeff - Wooten     | KCAB         |                             |

|               |         |  |
|---------------|---------|--|
| Wendi Orlando | KCAB-PS |  |
| Valerie Tonne | KCAB-CK |  |

### **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**

Wendi:

- Thanks everyone for FOD Cleanup, additional dates will be coming.
- Reminder to not drive in the VSR or Taxilane near the north of the ramp rehab site.
- Dumpsters: please keep them clean. We cleaned them during the FOD cleanup. Secure lids after use.

Tim:

- We will be having a monthly FOD meeting and we are encouraging everyone to participate.
- Recently picked up several pieces during an airfield tour.
- Please try out our MyCVG.net web application when picking up fod, as this is in BETA.

### **V. Adjournment**

Wendi Orlando adjourned the meeting at 10:03 a.m.

Minutes submitted by: Hannah Meredith

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 |
|------------|-------|

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

