

Kenton County Airport Board

External Passenger Safety Meeting Minutes

September 19, 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 10:24 a.m. on September 19, 2018, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet

September 19, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgaairport.com
Brian Cobb	KCAB	bcobb@cvgaairport.com
Brian Smith	TSA/FAMS	Brian.G.Smith@tsc.dhs.gov
Debra JAMES	TSA	
Kevin Coomer	TSA	
JIM AMEN	TSA	
Josh AMEY	PSA/AA	
Al Barrios	PSA	alva.barrios@psairlines.com
WENDI ORLANDO	KCAB/CS	
Hannah Meredith	KCAB	
Nancy Hill	KCAB	
Adam Karlis	KCAB	akarlis@cvgaairport.com
Chad Blund	KCAB	cbblund@cvgaairport.com
Adam KRESSLOR	KCAB	AKRESSLOR@CVGAIRPORT.COM
Valerie Teague	KCAB	VTeague@cvgaairport.com

Matthew Casson	KCAB	mcasson@cvgaairport.com
Scott Thacker	KCAB	Sthacker@cvgaairport.com
Seth Constan	KCAB	
Mark Drees	KCAB	mdrees@cvgaairport.com
Jessie Greene	KCAB	Jgreene@cvgaairport.com
Robert Broadbent	FEDEX	
Tim Zeis	KCAB	tzeis@cvgaairport.com
Christy Strucki	KCAB - Police	cstrucki@cvgaairport.com
Wm Smith	TRW - avion	Wm.Smith@trw.com
Justin Jordan	Southwest	justin.jordan@swa.com
Chase Spersson	IDS	chase@idsllc.aero
BOB Hall	UNITED	
Greg Rice	Frontier	greg.rice@FlyFrontier.com
Paul Wetherston	Allegiant Air	pwetherston@allegiantair.com
Rose Foster	Menzies - Fuel	rose.foster@menziesaviation.com
VERN HUFFMAN	FAA ATCT	vern.huffman@faa.gov
LARRY NOTERBLAND	DELTA AIRLINES	
Christy Blackburn	Delta ACS	Christy.C.Blackburn@delta.com

Josh Mann	KCAB	jmann@cvgaairport.com
Richard Myer	Embraer Air	Richard.Myer@embraer.com

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 discussed the following:

- Near misses have been reported on ramps, please do not take short cuts or cut corners. Speed limit is 25 mph.
- Additional speed limit signs were added to T drive.
- Inquiry was made if there could be a trauma kit kept at escalators in case of falls.

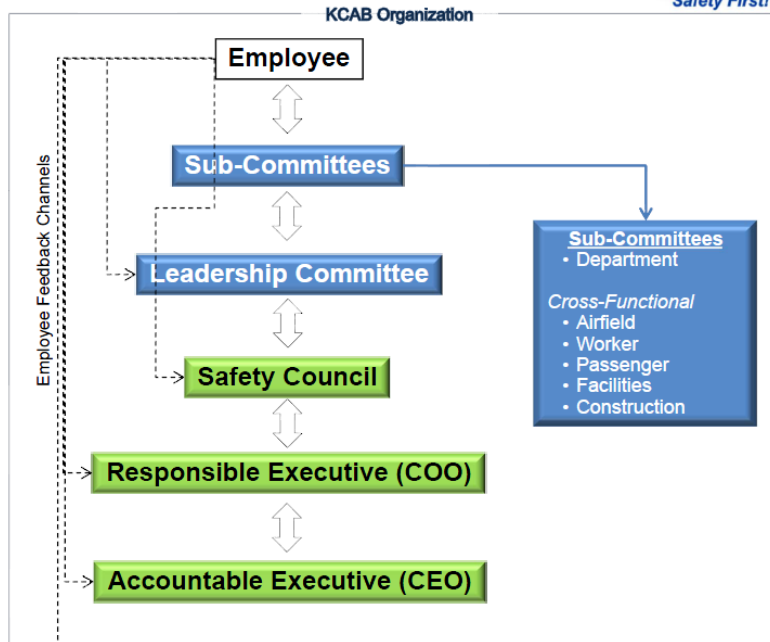
V. Adjournment

Wendi Orlando adjourned the meeting at 10:29 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando

KCAB Safety Structure



Employee "Hot Line"



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.

