

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

May 16, 2018

Facilitator: Stephen Saunders

Scribe: Nancy Hill

### I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:53 a.m. on May 16, 2018, at Concourse A Meeting Hall, Ramp level.

### II. Roll call

## ATA Security Meeting Sign In Sheet

May 16, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	<a href="mailto:dcameron@cvgairport.com">dcameron@cvgairport.com</a>
Brian Cobb	KCAB	<a href="mailto:bcobb@cvgairport.com">bcobb@cvgairport.com</a>
Greg Lowry	KCAB	<a href="mailto:glawry@cvgairport.com">glawry@cvgairport.com</a>
Christy Strucki	KCAB	<a href="mailto:cstrucki@cvgairport.com">cstrucki@cvgairport.com</a>
Pete Faulkingham	DELTA	<a href="mailto:Pete.Faulkingham@DELTA.COM">Pete.Faulkingham@DELTA.COM</a>
Joanie Greene	KCAB	
Ball Wadkins	Hetna	
RON WORTHINGTON	MENZIES	<a href="mailto:RON.WORTHINGTON@MENZIESAVIATION.COM">RON.WORTHINGTON@MENZIESAVIATION.COM</a>
Mike Coppolino	MENZIES	<a href="mailto:michael.coppolino@menziesaviation.com">michael.coppolino@menziesaviation.com</a>
Will Smith	FRONTIER	<a href="mailto:WilliamH.Smith@FlyFrontier.com">WilliamH.Smith@FlyFrontier.com</a>
MARY ERVEST	MENZIES	<a href="mailto:MARY.ERVEST@menziesaviation.com">MARY.ERVEST@menziesaviation.com</a>
BOB HALL	UNITED	
Chase Sverson	IDS	<a href="mailto:chase@idsllc.aero">chase@idsllc.aero</a>
Tracy Kleinhenz	Allegiant	
Joshua McShave	AA/PSA	

MARK CARROLL	Delta Private Jets	mark.carroll@deltaprivatejets.com
JAMES LAURENCE	TSA FFO	james.laurence@tsa.dhs.gov
Melissa Lawson	TSA	melissa.lawson@tsa.dhs.gov
Tom Bechtol	TSA	tom.bechtoll@tsa.dhs.gov
Kevin Coomes	TSA	Kevin.Coomes@tsa.dhs.gov
Mark Detters	KCAB	mdetters@cvgairport.com
WENDI ORLANDO	KCAB	worlando@cvgairport.com
Hannah Meredith	KCAB	hmeredith@cvgairport.com
Nancy Hill	KCAB	
JIM AASEN	TSA	JAMES.AASEN@DHS.GOV
Petrick Jones	TSA	Petrick.A.Jones@tsa.dhs.gov
Kathy Rack-Bauer	DL	Kathy.Rack@delta.com
Christy Blackburn	DAL	Christy.C.Blackburn@delta.com
Justin Jordan	SLA	Justin.Jordan@uncc.com
Alex Crow	KCAB	acrow@cvgairport.com
Seth Constien	KCAB	sconstien@cvgairport.com
Robert C. Candia	DHL	ROBERT.CANDIA@DHL.COM

Stephen Saunders	KCAB	ssaunders@cvgairport.com
Josh Mann	KCAB	jmann@cvgairport.com

### III. Review/Discuss Open Items from Action Item List

- Reminded group of the scope/purpose of the meeting referring to the charter document previously shared.
- 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

Stephen Saunders discussed the following:

- Escalator safety
  - If you see someone fall, please stop the operation of the escalator.
- Severe Weather
  - Procedures can be found on the Customer Service Sharepoint. Please review with your staff.

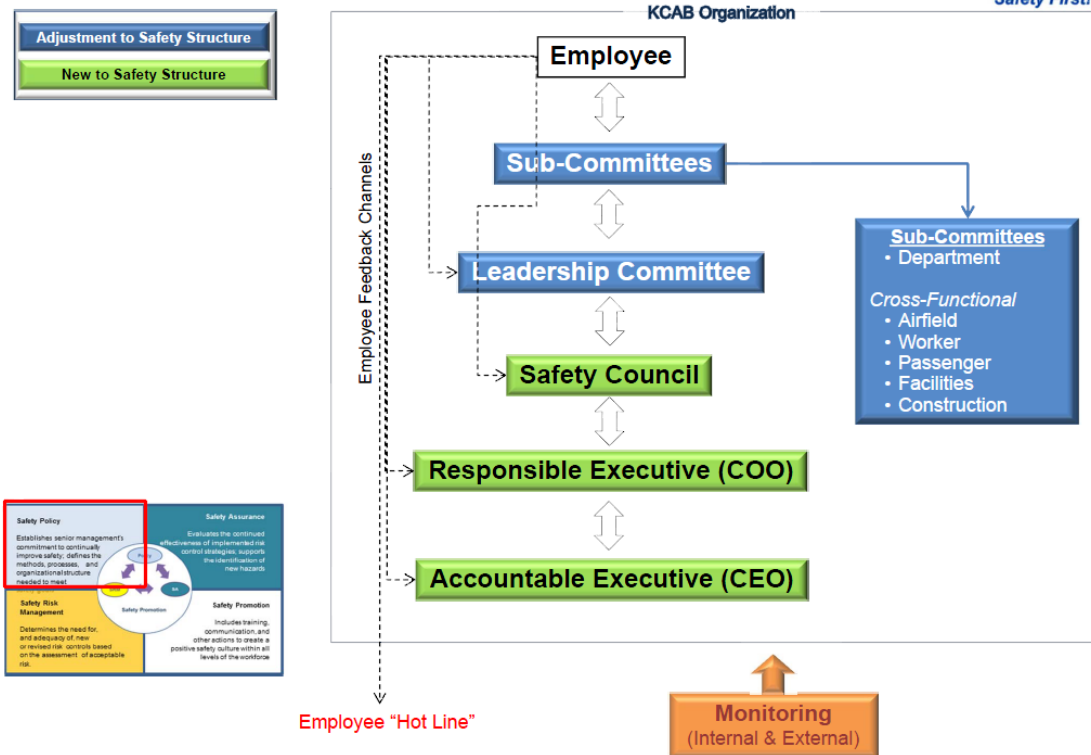
### V. Adjournment

Stephen Saunders adjourned the meeting at 9:58 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Stephen Saunders

## 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.**

