

Kenton County Airport Board
External Passenger Safety Meeting Minutes
December 20, 2017

Facilitator: Stephen Saunders

Scribe: Nancy Hill

I. Call to order

Stephen Saunders called to order the regular meeting of the Passenger Safety Subcommittee at 10:02 a.m. on December 20, 2017, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet
December 20, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Brian Cobb	KCAB	bcobb@cvgairport.com
Jonnie Greene	KCAB	jgreene@cvgairport.com
HEATHER PARTON	AETNA	CVG10PS@AETNAIS.COM
Barry Erb	DELTA	
Chad McCann	TDA	
Ashley Sabelhaus	TDA	ashleyc@tregodugan.com
Jason Draughn	TDA	
Rick Gourley	American	
Joshua M. Shave	AAL/PSA	
JEFF PANTHAN	Allegiant	
Tracy Kleinhenz	Allegiant	
Charles Toow	Allegiant	
Justin Jordan	Southwest	justin.jordan@unco.com
Greg Lowry	Police	glowry@cvgairport.com

Byron Burkhardt	KCAB	
Jason Brull	KCAB	
WENDI ORLANDO	KCAB	
Valarie Teague	KCAB	
Mark Dumas	KCAB	
Kathy Rack-Fauser	Delta	
Christy Blackburn	Delta	
Pete Faulkingham	Delta	
Akayla Floyd	IDS	akaylaf@idsllc.aero
Andy Petridis	IDS	andyp@idsllc.aero
Richard Myers	Endeavor Air	Richard.Myers@Endeavorair.com
Kevin Watts	KCAB	kwatts@cvgairport.com
Josh Mann	KCAB	jmann@cvgairport.com
Robert Broderick	Fedex	
Karin Tuma	Delta	Karin.T.Tuma@delta.com
Stephen Saunders	KCAB	ssaunders@cvgairport.com
Julie Landrum	OneJet	

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

Wendi Orlando advised group of the following:

- Winter Ops Conference Calls: Please let Brian or Stephen know if you are not on the list to receive calls, we will add your contact information.
- Reminded group that carrier/operators are responsible for snow removal from the gate to the ramp road. After critical areas are cleared, Board personnel and equipment may assist with gate clearing.

Stephen Saunders informed the group of the following:

- Terminal modernization is ongoing. Concourse B and Customs carpet replacement is continuing, along with Concourse B refresh work.
- Please let us know if your staff info needs updating for our Everbridge system.
- The next safety meeting will be at the Training Center on January 3, 2018.

Byron Burkhardt informed the following:

- Run up procedures are in place, need to contact 7777 when doing a run up to prevent jet blast.

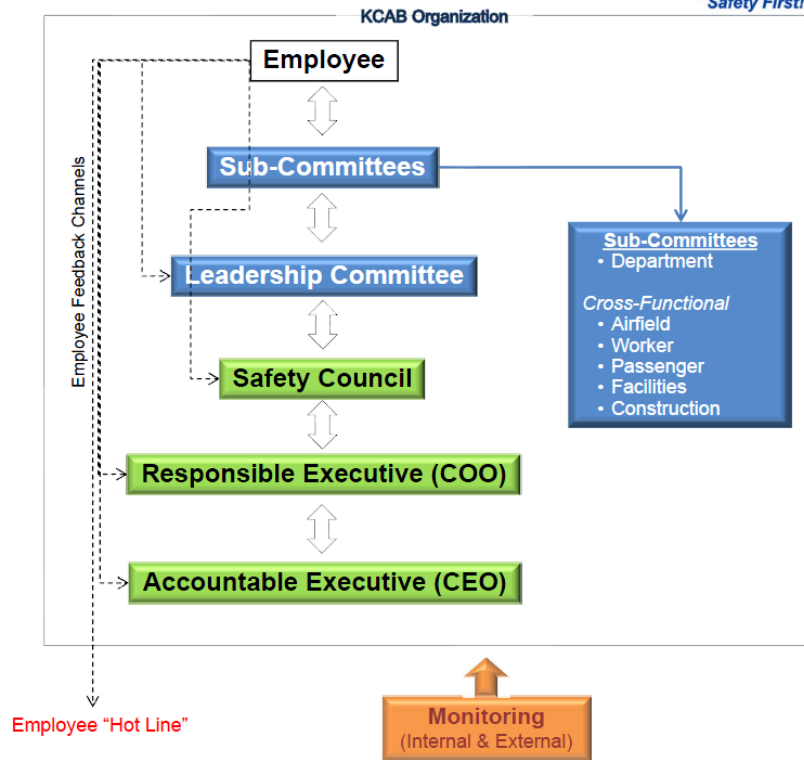
V. Adjournment

Stephen Saunders adjourned the meeting at 10:26 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.

