

Kenton County Airport Board
External Passenger Safety Meeting Minutes
September 21, 2022

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:35 a.m. on September 21, 2022, via Conference Call.

II. Roll call

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

Safety

Wendi Orlando shared the following:

- Reminded everyone about the rules regarding safe tug operations, for example, do not use telephones while operating equipment, the use of seat belts, and following the marked traffic patterns in and around the baggage make up areas.
- Be aware of your surroundings.

Operations

Meleia Michels advised of the following:

- A memo was sent out last week regarding T-Drive VSR East Removal and Restriping T-Drive VSR West.
 - Work on the West VSR near T-Drive is currently scheduled between Thursday, September 15th, 2022, to Monday, September 19th, 2022. During this time, the West VSR to T-Drive will be closed, and those needing to drive in/out of T-Drive are requested to use the East VSR.
 - Beginning Monday, September 19th, 2022, the East VSR leading to T-Drive will be closed for removal of paint markings. At that time, this VSR will be permanently closed. Once closed, those needing to drive in/out of T-Drive are requested to use the West VSR, which will be the remaining VSR available.

Other Advisories:

- Adam Kressler reminded carriers that FOD walks are coming up. Concourse A will be Friday @ 10am @ Gate A4. Concourse B will be September 28th @ B6 at 10am.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:42 a.m.

Minutes submitted by: Nancy Hill

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

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

