

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**July 15, 2020**

**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 July 15, 2020, 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**

Wendi Orlando advised of the following:

Masks

- Commonwealth of Kentucky requires masks to be worn in the airport.
- Messaging has been revised to include the requirement.
- Remind employees to wear masks properly – over both nose and mouth.
- Receiving complaints from customers regarding mask non-compliance. Being shared with applicable carriers/tenants.
- Communications department has scripted announcement verbiage to remind everyone of the requirement to wear masks. Would like help from the air carriers. Please send names of anyone interested in recording announcements.
- Reminder to all: If you need masks for passengers or employees, call 7777 and let them know how many you need. They will deliver.
- A table has been set up at the front of the Terminal with FEMA masks for customers to take if needed.

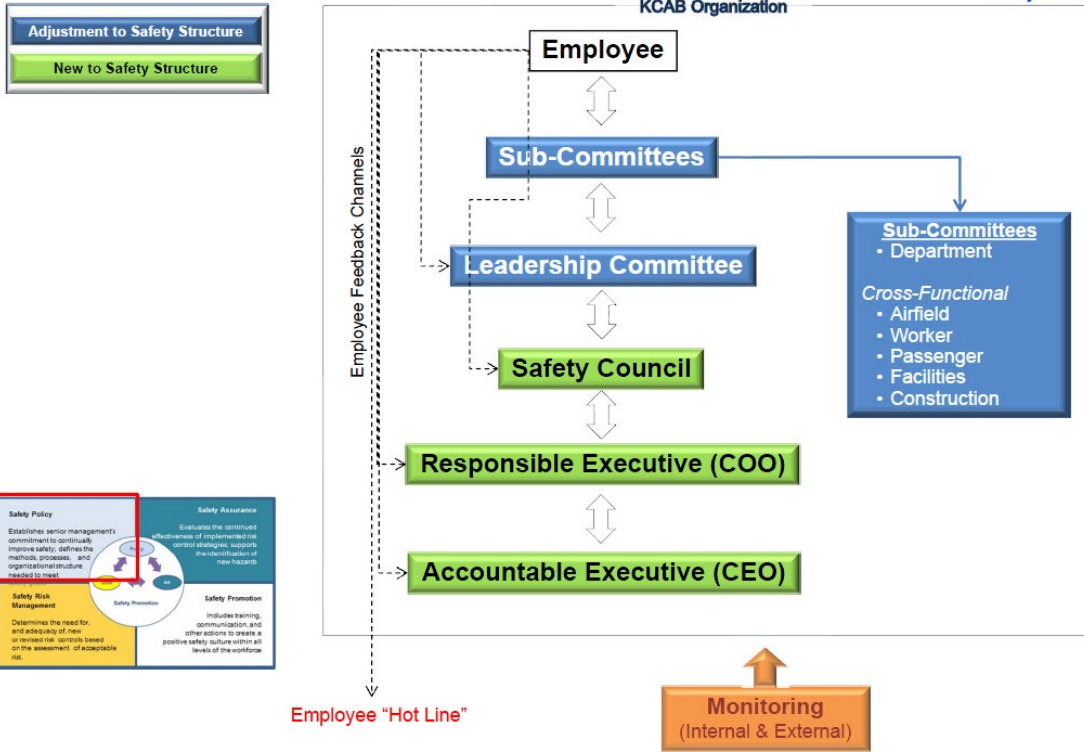
**V. Adjournment**

Wendi Orlando adjourned the meeting at 9:41 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

- |            |       |
|------------|-------|
| ▪ Airlines | ▪ TSA |
|------------|-------|

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

