

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**April 21, 2021**

**Facilitator: Wendi Orlando**

**Scribe: Nancy Hill**

**I. Call to order**

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:41 a.m. on April 21, 2021, 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:

**FOD Walks**

- Successful FOD walk took place yesterday, April 20, 2021. More to be scheduled throughout the year.

**Equipment**

- Make sure your equipment is in good working order.

**Masks**

- Reminder to properly wear masks around the terminal and concourses. Reports have come in that masks are not being enforced on airplanes.

**Construction Areas**

- Please be vigilant around construction areas. If you see something that needs to be addressed, please contact 7777.

**Weather**

- Please ensure that your staff is familiar with the Emergency Response procedures, specifically regarding tornadoes. All information is on the app or you may reach out to us if information is needed. Cards with a QR code are also available to put in your breakrooms or offices.

## **Operations**

Hannah Meredith advised of the following:

- The dumpster at A6 is a dedicated dumpster for pallets. After they are collected, they will be recycled.
- The Economy Lot permanently reopened on April 19<sup>th</sup>. Garage rates will go up on the 1<sup>st</sup>.

### **Other advisories:**

- Justin Bessler thanked Delta, Trego Dugan, and Allegiant for the help on the FOD walks.  
If you would like to use the FOD Boss please call 7777. You will then be added to the airfield activity calendar. SOP to be uploaded in the SharePoint site under training documents.  
Justin reminded the group for true emergencies to dial 911, 3123 is used to call Police/ARRF, and extension 7777 is used for work orders/operational, maintenance calls.

## **V. Adjournment**

Wendi Orlando adjourned the meeting at 9:50 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.**

