

Kenton County Airport Board
External Passenger Safety Meeting Minutes
December 19, 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 9:36 a.m. on December 19, 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:

- With ongoing construction projects and winter weather in and around the airport - please be aware of your surroundings. Pay close attention to any changes in driving patterns or area closures.
- Due to colder and changing temperatures, please ensure that you are dressing appropriately according to the weather conditions.

Operations

Meleia Michels advised of the following:

- Expansion joint project has mostly wrapped up for now due to the upcoming holiday. Project will continue in the beginning of the new year.
- Apron rehab project in Concourse B - finishing Phase 6. Phase 2 starts January 3rd affecting Gates B8 and B10.
- Bridge pipe replacement project to start in the garage and the terminal bridge. Ops memo to be sent out regarding the details.

Other Advisories:

Matt Houston advised the following:

- Potable water cabinets – when retracting the potable water hoses carry the nozzle back with you, so they won't get dragged on the ground and get damaged. Please keep the potable water cabinets closed. Please let the AOC know if the cabinet doors won't close. Air hoses should be reeled up and put away neatly, so they won't get twisted or broken. If left on the ground, they could possibly freeze to the ground.

Adam Kressler informed the group of the following:

- Please be cognizant of winter weather, especially use caution when freezing rain happens and sidewalks, parking lots, pavements, etc. get slippery. Inside the buildings, please continue to watch out for snow and slush as it's tracked in and keep the floor areas cleaned and safe.

Matt Gabbard advised of the follow:

- Reminded everyone that we will have a team on the ramps when it is snowing. Please pick up all your equipment around your gates so that we may assist clearing these areas. Please call AOC if you need assistance.

Casey Kinosz reminded everyone of the following:

- Please email the 7777 if you want to be added to the winter weather alerts.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:47 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando and Meleia Michels

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

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|---------------------------------------|---|
| ▪ 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.

