

Kenton County Airport Board

External Passenger Safety Meeting Minutes

March 18, 2015

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:50 a.m. on March 18, 2015 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet March 18, 2015

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Don Parke	TSA / FAMS	
Andrew Neuman	TSA / FAMS	
Rich Gillespie	CBP	
Ed Woods	DCONTROL TETB.	
Ryan Seibert	TRUCK DRIVER	
James Korman	KCAB / FAMS	
GREG KUHN	DELTA SECURITY	
Ronald Renshaw	TSA	
Ray Williams	TSA	
Kevin Coomer	TSA	
BOB HALL	UNITED	
Mark Gust	TSA	
Natalie Trischler	TSA	
Ed Cawley	TSA	
Nancy Hill	KCAB	
WENDI ORLANDO	KCAB / CS	
William Smith	ENJOY / AA	
CHRIS HEITMAN	KCAB POLICE	
IRE M. LAMBERT	KCAB POLICE	
Brian Burkhardt	KCAB SSC	bburkhardt@cvgairport.com
Seth Garton	KCAB SSC	
JOHN BURMAN	HAZ	

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

- a) BC advised the roof project in Concourse A has resumed and will be wrapped up in less than a month.
- b) BC informed the group that the cleanup from inclement weather/snow went well.
- c) Byron Burkhart advised that trash needs to be emptied and ramp areas cleaned more often. This prevents cycle of life issues with insects leading to birds leading to larger predators.
- d) Byron Burkhart reminded everyone to close jet way doors to prevent birds from getting in.
- e) Use of flash bangs will be used by airport staff to keep birds away from aircrafts. Tenants can anticipate a greater frequency of noise "bangs" through the migration season.
- f) Seth Constien reminded everyone that during inclement weather memos go out advising not to park in certain sections of the employee lot - please be mindful of this so that the lot can be cleared of snow.

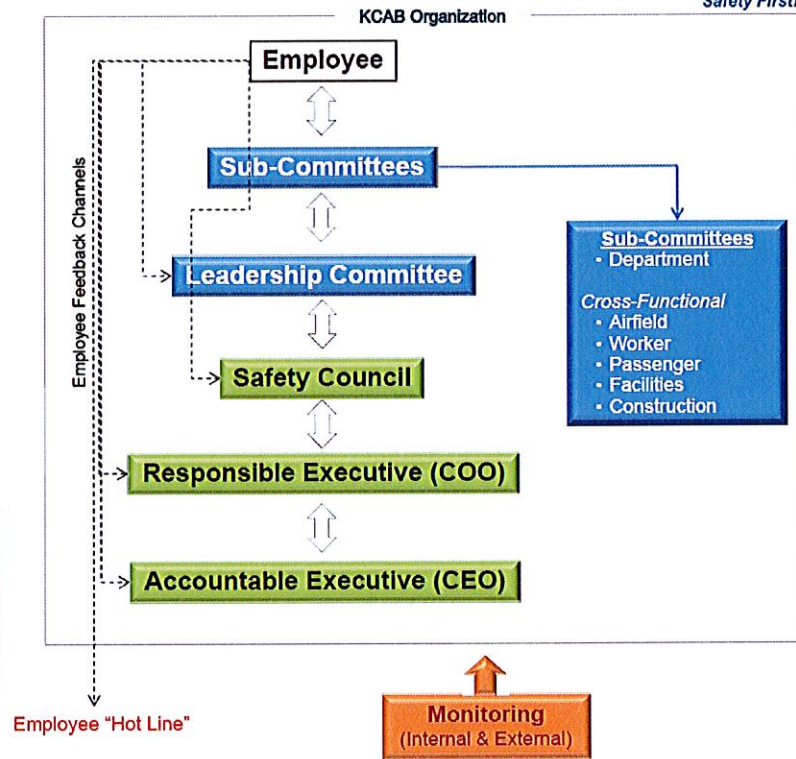
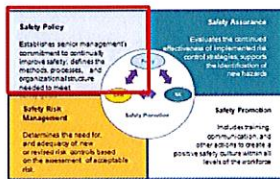
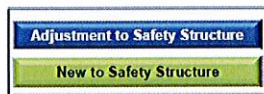
V. Adjournment

Brian Cobb adjourned the meeting at 10:05 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Brian Cobb

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.