

Kenton County Airport Board

External Passenger Safety Meeting Minutes

August 16, 2017

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:46 a.m. on August 16, 2017 at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet

August 16, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
RANDY TERRY	ATLAS AIR	Randy.Terry@ATLASAIR.COM
Brian Cobb	KCAB	
Damian Weller	KCAB - 7+D	DWeller@CVG Airport.com
Josue AmShane	PSA - A7	
HEATHER FORTON	Delta	
TONNIE GREENE	KCAB	
Christy Blackburn	Delta	
DAVE STOECKLE	KCAB - ARFF	DSTOECKLE@CVG AIRPORT.COM
Julie Landrum	OneJet	
BARRY ECK	DELTA	
Brian Bartel	Amazon	bbbartel@amazon.com
Roy Williams	TSA	
JIM AASEN	TSA	
MARK GUEST	TSA	
Ed Lane	FANS	
TONY SKINKE	POLICE	
Greg Lowry	Police	glowry@cvgairport.com
Rich Gourley	Envoy	
Justin Jordan	Southwest	justin.jordan@unco.co
Jason Draughn	TA	jasond@trco-dugan.com
Tracy Kleinhene	Allegiant	
Edwina Tow	Allegiant	
MATTHEW GARRETT	KCAB	
Bob Broderick	FEDEX	
Wendi Orlando	KCAB	

Byron Burkhardt	BLP	bburkhardt@cvgairport.com
Seth Constern	BLP	sconstern@cvgairport.com
Jason Burdett	Jump & Burn	jburdett@
Stephen Saunders	SSA	ssaunders@cvgairport.com

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

Dave Stoeckle advised:

- Please observe where defibrillators are located, offering CPR classes in October

Byron Burkhardt advised:

- Live Emergency Response drill to be held on September 7th in the evening.
- Discussed terminal modernization project.
- SMGS plan may be updated, SSC is working with FAA on the plan.

Damian Weller discussed:

- Modernization Project begins September 5th and runs through March of 2018. Involves new carpet, paint, HVAC updates, lighting, etc.

Brian Cobb discussed:

- A hands-only CPR Kiosk has been installed in Concourse A, across from the Local. The kiosk is designed to teach travelers Hands-Only CPR in five minutes. ARFF offers free CPR training classes.
- Airport Table Top exercise will be held on September 18, 2017.
- Facilities Maintenance will take a sweeper through the bag room the 2nd Tuesday of each month.
- Sign shop added stop signs and additional ground markings in bag room at Concourse A.
- Ops memos, weather notifications, emergency contingency plans and other information can all be found on the Sharepoint site.

V. Adjournment

Brian Cobb adjourned the meeting at 10:23 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

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

