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

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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		
Ben Cass	KCAB			
DAMISN WELLER	KCAB - 7+D	DWELLER PCVG AIRPORT. CON		
Joslus AMSLave	PSA-AA.			
HEATHER PARTON	Pretra			
JONNIE Greene	KCAB	1-		
Christy Blackburn	Delto			
DAVE STOECKLE	KCAB - ARFF	DSTOECKLE @ CVGA IRPORT.COM		
Julie Landrum	Onelet			
BARRY ERB	DELTHO			
Brian Bartel	Amazon	bbbartal@awazon. com		
Kry Williams	TSA			
JIM AASEN	1514			
MARK GUEST	754			
Ed Laure	FAUS			
TONY SKIMK	POLICE			
Greg Lowry	Police	glowry a cygar porticom		
Rick Courtey,	Envoy			
Justin Jordan	Southwest	justin. jordan waco.co.		
JASON Draugh	TDA	lasond @ treso- ouzan. com		
Gracy Kleinhene	Allegiant			
E devendo Tos v	Allegian			
NATTHEN GARRENT	KCAB			
Bob Broderick	FEOEX			
Wendi Orlando	KCAB			

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Stephen Saunders SISS SSaunders Cugair	post. 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.

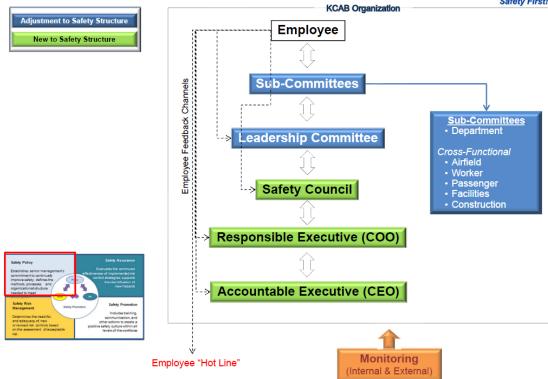
V. Adjournment

Brian Cobb adjourned the meeting at 10:23 a.m.

Minutes submitted by: Nancy Hill Minutes approved by: Brian Cobb

KCAB Safety Structure





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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
- Commercial and Business Development
- Planning and Engineering

- Customer Service: Terminal Operations & Relations
- Police
- ARFF

External

Airlines

TSA

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