

Kenton County Airport Board

External Passenger Safety Meeting Minutes

July 18, 2018

Facilitator: Stephen Saunders

Scribe: Nancy Hill

I. Call to order

Stephen Saunders called to order the regular meeting of the Passenger Safety Subcommittee at 9:49 a.m. on July 18, 2018, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet
July 18, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgaairport.com
Brian Cobb	KCAB	bcobb@cvgaairport.com
<i>Shedden Parton</i>	<i>Delta</i>	<i>shedden@delta-air.com</i>
<i>Justin Jordan</i>	<i>Southwest</i>	<i>justin.jordan@swair.com</i>
<i>Chase Syverson</i>	<i>IDS</i>	<i>chases@idsllc.aero</i>
<i>Andy Petridis</i>	<i>IDS</i>	<i>Andy@idsllc.aero</i>
<i>Melissa Walpole</i>	<i>PSA</i>	<i>Melissa.Walpole@PSA.com</i>
<i>Joske McShave</i>	<i>PSA</i>	<i>Joske.McShave@psair.com</i>
<i>Nicole Miller</i>	<i>PSA</i>	<i>Nicole.Miller@psair.com</i>
<i>Ara Martiney</i>	<i>Envoy</i>	<i>ara.martiney@envoyair.com</i>
<i>Max Borell</i>	<i>Envoy</i>	<i>max.borell@envoyair.com</i>
WENDI ORLANDO	CS KCAB	worlando@cvgaairport.com
Nancy Hill	KCAB	
Hannah Meredith	KCAB	
Greg Lowry	KCAB (Police)	

<i>Zack Harley</i>	<i>Endeavor Air</i>	<i>Zack.Harley@EJA.com</i>
<i>Mika Cappadona</i>	<i>Menzies</i>	<i>mika.cappadona@menziess.com</i>
<i>Rose Foster</i>	<i>Menzies</i>	<i>Rose.Foster@menziess.com</i>
<i>Paula Westerman</i>	<i>Menzies</i>	<i>Paula.Westerman@menziess.com</i>
Tracy Kleinhens	Allegiant	
Bob Brudenick	FEDEX	
Josh Mann	KCAB	<i>jmann@cvgaairport.com</i>
MARK DETERS	KCAB	<i>mdeters@cvgaairport.com</i>
JOANIE GREENE	KCAB	<i>Jgreene@cvgaairport.com</i>
Christy Blackburn	Delta	
<i>JIM AASEN</i>	<i>TSA</i>	
Kevin Comer	TSA	
Seth Constantine	KCAB	
JOE HALL	UNITED	

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

Stephen Saunders discussed the following:

- a) Lightning Ops Memo
 - Ops Memo was sent out on July 10 covering updated 5 and 8 mile center point procedures during lightning events.
- b) Everbridge – Notification System
 - Please update contact information if any changes have occurred.
- c) Heat & Severe Weather
 - Advised to take necessary precautions during extreme heat and severe weather.

Seth Constien discussed the following:

- Reporting hazardous material spills
- North ramp – continue to see FOD, please report to us and we can assist with picking up.
- Concourse A service road – use caution in the construction zone.

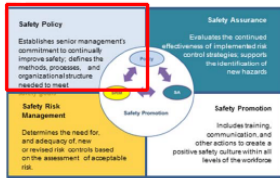
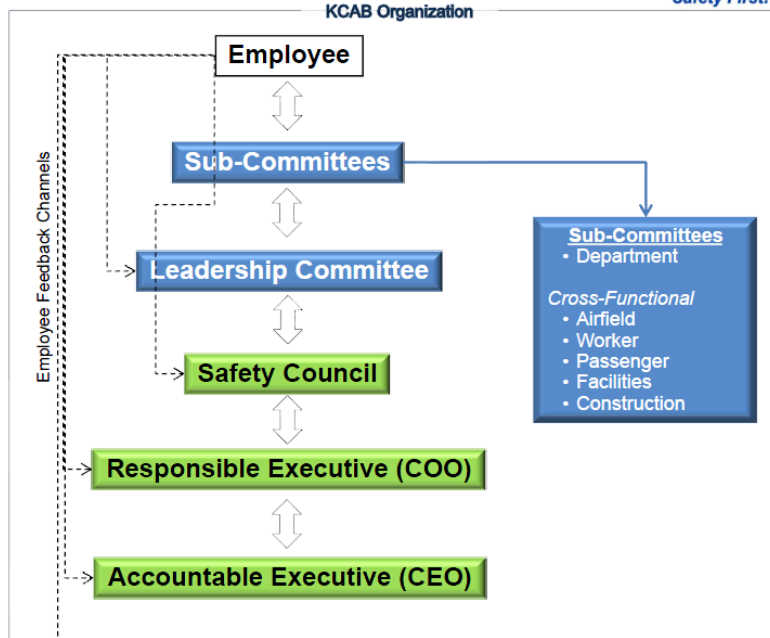
V. Adjournment

Stephen Saunders adjourned the meeting at 9:56 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Stephen Saunders

KCAB Safety Structure



Employee "Hot Line"



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.

