

Kenton County Airport Board

External Passenger Safety Meeting Minutes

June 19, 2019

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 10:15 a.m. on June 19, 2019, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet June 19, 2019

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Michael Roush	Mexico	Michael.Roush@FideMexico.com
Ron Cloud	CBP	Ronald.B.Cloud@CBP.DHS.gov
Daniel S. Vigar	TSA	
Mark Furston	TSA	
JANNIE Greene	KCAB	
Robert Hall	UNITED	
WENDI ORLANDO	KCAB	
Hannah Meredith	KCAB	
Mark Deters	KCAB	
TIM AARON	TSA	
MATT WEISSMANN	ALLEGiant	
Tracy Kleinhenz	Allegiant	
Amy Bennett	Aetna	
Eric Faulkner	Delta	Eric.Faulkner@delta.com

MARIE ERNST	MEXICO	marie.ernst@fide.com
Greg Rice	Frontier	greg.rice@flyfrontier.com
Josh Mann	KCAB	jmann@cvgairport.com
Tom Bernfel	TSA	tom.bernfel@tso.dhs.gov
Dave Kellerman	KCAB	DKellerman@CVG Airport.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

Wendi Orlando:

- Thanked everyone who participated with the FOD walk around Concourse A last week. FOD cleanup for Concourse B will happen next week.
- Beginning Tuesday night, June 18th, moving walkways 5 and 6 between Concourse A and Concourse B will be temporarily taken out of service for state inspections. The walkways will be returned to service at the close of business on Wednesday, June 19th. A General Notice was sent out advising of this.
- Please be cognizant of strollers, wheelchairs or animals on moving walkways and escalators. Suggest to passengers to use elevators instead. If an accident occurs on a conveyance, call 7777 to report the incident. Please familiarize yourself with the emergency stop located on the units.

V. Adjournment

Wendi Orlando adjourned the meeting at 10:20 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando

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.

