

Kenton County Airport Board
External Passenger Safety Meeting Minutes
October 19, 2022

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:41 a.m. on October 19, 2022, via Conference Call.

II. Roll call

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

Safety

Wendi Orlando shared the following:

- Reminded everyone about inclement weather. Be careful of any water that has frozen on the ground. Ensure that any ground equipment is chocked and parking brakes set. Winter weather conference calls - please ensure there is a representative on the call, as we will provide information to keep everyone in the loop on the snow removal process.
- Lost and Found moved from PD to the Terminal in Baggage Claim near Carousel One. Carriers and Tenants are asked to bring their items that have been found in the facilities to that office during the normal operating hours which are Monday-Friday, 10am-4pm. Outside of those hours, hold on to the items found until you can bring them to the office. Anything found onboard an aircraft remains with the airline and follows their lost and found procedures.

Operations

Meleia Michels advised of the following:

- A memo was sent out a few weeks ago regarding details of Concourse B rehab.
 - Upcoming work will begin Concourse B Expansion Joint Replacement project to begin mid-November. This will have an impact inside the concourses in the Terminal. The working hours for this project will be Mondays through Wednesdays from 7am to 7pm, and Thursdays 7am to 3pm.
 - East Service Road – Due to pavement pouring and other construction occurring on October 21-October 22, 2022, it is requested to avoid use of the East Service Road extending from access near the Fuel Farm to Gate SE-20 during that time.
 - Informed group that the last Honor Flight of this year will be on October 25th.

Other Advisories:

Casey Kinosz advised of the following:

- AOC ops memo to be coming out. De-icing plan – no longer using the deicing reporting form.
- There will be a new flow on 8 and 10, the ramp tower is aware of that.
- Snow and Ice control plan review will be on November 9th, please have representation on that call.

- Everbridge – please let us know if you would like to view the Powerpoint to review Everbridge features. If anyone has questions, we can schedule a 30-minute Teams call to run through the Powerpoint.
- Working on the last two phases of the East Service Road. Will be starting the paving and would be best not to use the roadway during that paving time.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:53 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

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| ▪ 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.

