Kenton County Airport Board External Passenger Safety Meeting Minutes

May 15, 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 9:43 a.m. on May 15, 2019, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA	Security	Meeting	Sign	In	Sheet
		May 15, 2019			

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Toledo HI	Envay) American	Tole So. Hill Caa. Com
Kein Watts	HCAB	Kuntts Ocyairpod.com
James Gerani-	. Tropet hoped Suc.	damir. hamza tegan cpopedos un
Sofine Staughel	Propert Aprili Su	soulion . How Picked prospekuir.
Nu Smist	TOA	Will Smim C Miller Dear . com
Tracy Kleinhenz	Migiant	tracy. kleinhenze allegiantair-com
MATTHEW WEISSMANN	ALLEGIANT	MATTHEW WEISSMANNER BLLEGGIANTAIR.COM
Greg Rice	Frontier	
Pace Jean Chambers	KCAB	Retambers @egainget.com
Vim Hallou	Aetna	cugaps Daetmiscan
DYLAN JAMES	TSA	on File
Seth Constien	KCAB	scanstinue cugairpet.com
ChrisSnyder	KCMB	CSNYDEXE CVERTIPORT. rom
Wendi Orlando	KCAB-CS	worlando@evgairport.com

Hannah Meredith	KCAB	
Naney HILL	KCAB	
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CFLISTY Block BOEN	OUTA	CHRISTER C & bukgaca marmaca
MARY EZZVEST	MONZIUS /VA	

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:

- Airports Council International has released the "Combatting Human Trafficking Handbook." It contains guidance for airports and recommends they work with their airline partners and other agencies to ensure frontline employees are aware of the potential signs and reporting procedures for human trafficking. Feedback was solicited from the participants.
- General notices have been issued regarding elevator, escalator and roadway closures, please review and share with your staff.
- Grilling Procedures please email fire inspector @cvgairport.com with requests.

Josh Mann:

- Construction site: Ramp rehab at Concourse A, please remind your frontline that VSR is closed.

Seth Constien:

- As a result of an incident in the T-Drive, the airport is installing signs and refreshing paint as a temporary measure until the move of the oversize belt.
- Hazard reporting on my cvg.net is still in the test phase. Asked airlines to continue to test the system by entering data and indicating test.

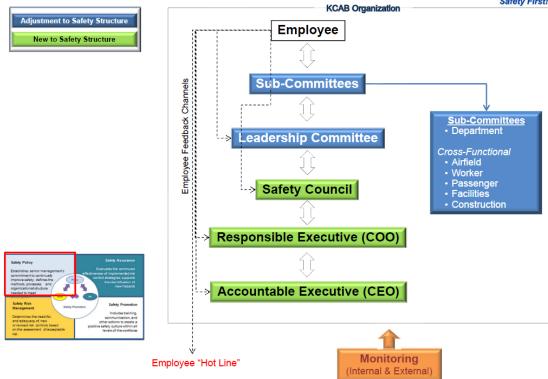
V. Adjournment

Wendi Orlando adjourned the meeting at 9:55 a.m.

Minutes submitted by: Nancy Hill Minutes approved by: Wendi Orlando

KCAB Safety Structure





6



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.