

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 Hill	Envoy / American	Toledo.Hill@a.com
Kevin Watts	KCAB	kwatts@cvgairport.com
Dominic Hamzelegari	Project Airport Sec.	dominic.hamzelegari@proposed.com
Soufiane Staabroek	Prospect Airport Sec.	soufiane.staabroek@prospectair.com
Will Smith	TDA	Will.Smith@tda-air.com
Tracy Kleinhertz	Allegiant	tracy.kleinhertz@allegiantair.com
MATTHEW WEISSMANN	ALLEGANT	MATTHEW.WEISSMANN@ALLEGANTAIR.COM
Greg Rice	Frontier	
Pete Jean Chambers	KCAB	PJChambers@cvgairport.com
Kim Hallam	Aetna	kgops@aetna.com
Dylan Saxton	FIA	on F.I.E
Seth Constine	KCAB	sconstine@cvgairport.com
Chris Snyder	KCAB	csnyder@cvgairport.com
Wendi Orlando	KCAB-CS	worlando@cvgairport.com

Hannah Meredith	KCAB	
Nancy Hill	KCAB	
Pete Frankham	DELTA	Pete.Frankham@delta.com
Christy Blackburn	DELTA	CHRISTY.C.Blackburn@delta.com
MARY E. ZACST	MONZIES/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



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.

