

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**March 17, 2021**

**Facilitator: Wendi Orlando**

**Scribe: Nancy Hill**

**I. Call to order**

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:37 a.m. on March 17, 2021, 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:

- FOD Walks
  - Looking at dates/times to schedule monthly FOD walks.
- Masks
  - Continuing with announcements encouraging wearing masks. Asking everyone to be vigilant in encouraging this.
- Autonomous Floor Scrubber
  - Partnering with Avidbots to test the Neo 2.0 which has been configured to spray disinfectant. Testing will begin overnight hours the week of March 22<sup>nd</sup> to see if this equipment will work in our environment.
- Weather
  - Please remind agents to secure ground equipment especially during high winds.

**Other advisories:**

- Kevin Watts advised to please ensure that barricades in the bag claim area are not blocking the aisle between the oversized belt and the wall.

## **Operations**

Hannah Meredith advised of the following:

- Please continue to stack wood pallets making sure to not block any concourse tunnels, fire lanes, etc. KCAB is working on getting a dumpster onsite for the pallets and then sending them to be recycled.
- The Planning and Development Department is conducting monthly stakeholder meetings. Please reach out to Hannah to be included on the meeting calendar.

### **Other advisories:**

- Maggie Pryatel reported there has been an uptick in spills on the ramp. Please call and report these spills to the AOC. ARFF is expected to respond to any fuel spill greater than one gallon. Spill guidance information will be sent out and can also be found on the external sharepoint site. A brief survey will be sent out to collect info on internal spill procedures.
- Casey Kinosz reported on the lightning advisory system. He advised, starting this Spring, the AOC will be adjusting our airport geographic center that is utilized to activate lightning alerts, including the strobes located on various structures around the property. This change is being made to better align with the population center of the airport. Lightning advisories are put into effect when cloud to cloud or cloud to ground lightning is occurring within the 5-mile ring and then is cancelled when lightning has not occurred in a fifteen-minute period. KCAB lightning policies are applicable to KCAB personnel and contractors as well as fueling activity. Outside of these previously mentioned groups, ceasing operations due to lightning is at the discretion of individual tenants.

## **V. Adjournment**

Wendi Orlando adjourned the meeting at 9:58 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 |
|------------|-------|

**Other Key Participants/ Subject Matter Experts invited, as needed.**

