

Kenton County Airport Board
External Passenger Safety Meeting Minutes
March 16, 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 9:42 a.m. on March 16, 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:

Masks

- Please remind your employees to wear their masks and wear them properly.

FOD Walks

- We will start scheduling FOD walks in April and every month thereafter.

Other Advisories:

- Adam Kressler advised if there is an accident or injury, the first person on the scene should call the AOC. Please ensure that your employees are following your company safety policies and guidelines. Justin Bessler added for the quickest response, calling 911 is the best way to contact our dispatchers. If needed, you may also call 7777.

Operations

Adam Kressler advised of the following:

- Escalators from the AGT up to Bag Claim will be operational next week.
- A new carrier, Silk Way West, will begin service at CVG. They will be on the north ramp, working out of the Delta Cargo Facility.

Other Advisories:

- Matt Houston advised when retracting the potable water hoses to carry the nozzle back with you, so they won't get dragged on the ground and get damaged. Air hoses should be put away neatly, guiding the hose into the reel correctly, so they won't get twisted or broken. Please keep the potable water cabinets closed. Matt also reminded to leave the ramp parking garage doors clear – do not park anything in front of them.
- Justin Bessler reminded the group to send any new contact information to him so that updates can be made to Everbridge.
- Adam Kressler informed everyone that due to an increase in passenger volume, our Communications Team will be adding a reminder to the public, through social media and radio spots, to arrive to the airport early before their flight.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:58 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Adam Kressler

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.

