

Kenton County Airport Board
External Passenger Safety Meeting Minutes
July 19, 2017

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:47 a.m. on July 19, 2017 at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet
July 19, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Joshua McShane	PSA	
Julie Landrum	One Jet	
Roy Dabbelt	KCAB	RDabbelt@cvgairport.com
Edward Toon	Allegiant	
Tracy Kleinhenz	Allegiant	
Tasen Blaschke	KCAB	
Byron Burkhardt	KCAB SSC	b.burkhardt@cvgairport.com
David Kassam	Fire	
Mark Deters	KCAB	
Heather Dorian	Aetna	cvgops@aetna.com
Kevin Watts	KCAB	
Josh Mann	KCAB	
Jonnie Orsini	KCAB	
Justin Jordan	SWA	justin.jordan@unco.com
Connie Waskell	Simplicity	
Bob Hall	UNITED	
Delmar	TIA	
Jason Decker	TIA	
Jim Arden	TSA	
Lawrence	TSA	
Ray Williams	TSA	
James Lawrence	TSA	
Christ Blackburn	Delta	
Barry Erb	Delta	

Tom Straub	Delta	
Benny Kramer	P.D.	
Doug Kopp	P.D.	
TONY STEINLE	PD	
Bob Brodnick	FED EX	
Rick Courlay	American	

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

Byron Burkhardt reviewed:

- KCAB policy updates
- Name changes to taxi ways, changed markings
- Keep dumpsters closed – increased FOD

Josh Mann discussed:

- Ramp/Concourse A rehab.

Brian Cobb discussed:

- Concourse A gates A1 and A2 have been activated and are available for use. Pre-approval is required prior to use from KCAB by contacting the Airport Communications Center. Airlines will be restricted from using these gates until proper training has been given by authorized KCAB personnel.
- Upon activation, A2 will join A22 as the wide-body gates for charters or domestic diversions.
- Concourse A vehicle parking: The relocated vehicle parking has been open for activity since April. The area is located to the west of the Concourse A bag make up area. Staff may enter/exit the Concourse from the ramp level door near Gate A2. All staff and tug drivers are reminded to use extreme caution in and around the bag make-up area. Tug drivers are reminded to maintain a slow, safe speed when entering/exiting the area. Tug drivers may not cut across any work zone or Gate A4.
- Ops memos, weather notifications, emergency contingency plans and other information can all be found on the Sharepoint site.
- Terminal modernization project to start mid-August. We will try to keep areas clean during the process.
- The date for the disaster drill is September 7th.

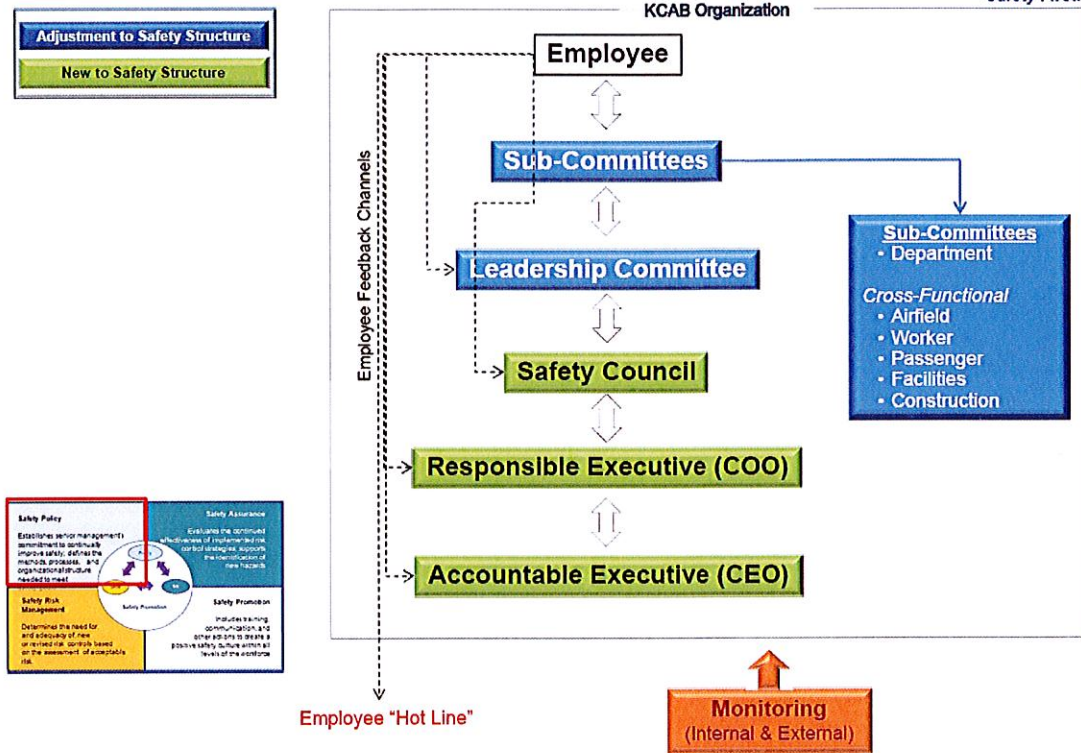
V. Adjournment

Brian Cobb adjourned the meeting at 10:05 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Brian Cobb

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.