

Moving Kenton County Airport Board
External Passenger Safety Meeting Minutes
MAY 17, 2023

Facilitator: Wendi Orlando

Scribe: Amanda Collins

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:39 a.m. on May 17, 2023, 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:

- Weather reminder, as it starts to warm, reminding your team to dress appropriately and drink enough water to stay hydrated.
- Ensure our teams know and understand their roles in severe weather and use the tunnel for passengers. Use the restrooms for passengers in wheelchairs who cannot safely make their way to the tunnel when severe weather is upon us.

Todd Bahlau advised of the following:

- This week there were two incidents where vehicles on the ramp were in the way of taxiing aircraft and issued ramp citations.
- There have been three other events in the last few weeks involving a Rumpke garbage truck, lavatory truck and a tug.
- Please remind your team that complacency can kill, make sure they remain aware of their surroundings, the ramp area is an unforgiving environment.
- Please pass this on to team members that do the driving on the ramp.

Operations

Meleia Michels advised of the following:

- The Concourse B Apron Rehabilitation Project is continuing with Phase 5 quickly coming up beginning as scheduled on May 30th closing B24, B26 & B28 and re-open B18, B20 & B22.
- Additional shorter impacts to gates B23, B25 & B27.
- Stakeholder meeting has addressed the full details of Phase 5, please reach out if anyone missed these details and would like a recap.
- An Operations Memorandum will be going out next week on the details of Phase 5.
- The Passenger Boarding Bridge Replacement Project is quickly approaching and to start June 12th with the replacement of the bridge at B22.
- There is a total of 9 bridges to be replaced by the end of the year.
- Be on the lookout for additional communication via an Operations Memorandum with details on that project.

Other Advisories:

Corey Thomas advised the following:

- The East Service Road is open for both lanes.
- Some corrective work will be in and around the area but nothing to impede traffic.
- Please contact if there are any issues.

Kenny Losekamp advised the following:

- The Baggage Response Plan announcement will be issued and update with revision number 9 on the response plan for baggage outage incidents.
- Thanks for your patience during this exercise, the updated information will be going out to Customer Experience and our airline partners this week.
- Please contact if there are any issues or concerns with the plan.

Casey Kinosz advised the following:

- Reminder as we enter the storm season this leads to the topic of the strobe lights.
- We have a subscription weather service to advise of lightning strikes within a 5-mile radius and 15 minutes from the last strike.
- During this season we see an influx of calls in into 911 communications center with regards to the length of time the strobes will be on. The excess of calls can get overwhelming, just reminding we monitor the automated system and will deactivate the strobes once the “all clear” is received.

Damian Weller advised the following:

- Internal operations information will be starting up again with the Passenger Boarding Bridge Replacement with additions of some security and matrix cameras in the hold rooms and progressively more work out on the apron and infrastructure once this replacement starts.
- Be looking for more information coming out as we get closer to starting the project on June 12th.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:49 a.m.

Minutes submitted by: Amanda Collins

Minutes approved by: Wendi Orlando and Meleia Michels

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

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| ▪ 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.

