

Kenton County Airport Board
External Passenger Safety Meeting Minutes
January 20, 2016

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:43 a.m. on January 20, 2016 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet
January 20, 2016

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Shawn Ward	KCAB	
Anthony Young	DHL	
Nancy Hill	KCAB	
Jim Aasen	TSA	
Rich Gillespie	CBP	
Ryan Seibert	TDA	
Will Smith	Envoy	
Ed Toon	Allegiant Air	
Richard Gourley	Envoy	richard.gourley@99.com
Christine Skelton	Delta	
Al Cardenas	Delta	
Brian Cobb	KCAB	
Wendi Orlando	KCAB	

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

a) BC reminded everyone of the following:

- Carrier/operators are responsible for snow removal from the gate to the ramp road.
- Board personnel and equipment may assist with gate clearing, but only after ops critical areas are cleared.
- Removal of cones and chocks, and loading bridge elevated to a level position after aircraft departures will indicate to Board personnel that the gate is available for plowing.
- At Concourse A, hose reels need to be rolled up.
- Reminder – there is heat in the bridges.
- Ops memos, weather notifications, emergency contingency plans and other information can all be found on the Sharepoint site.

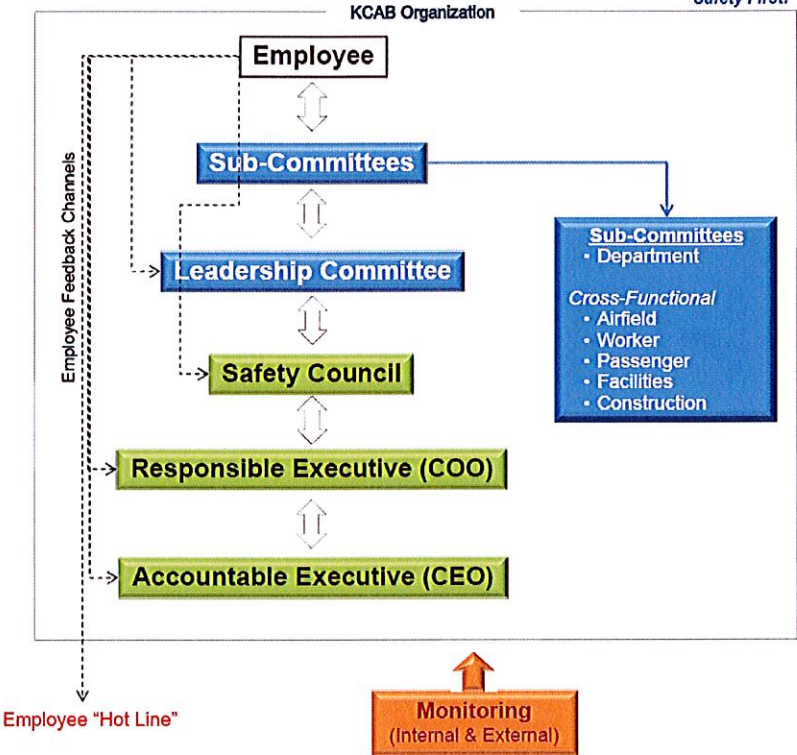
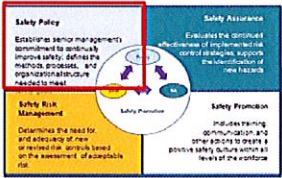
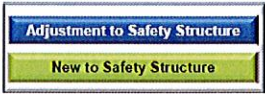
V. Adjournment

Brian Cobb adjourned the meeting at 9:48 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.