

Kenton County Airport Board
External Passenger Safety Meeting Minutes
August 17, 2022

Facilitator: Hannah Meredith

Scribe: Nancy Hill

I. Call to order

Hannah Meredith called to order the regular meeting of the Passenger Safety Subcommittee at 9:35 a.m. on August 17, 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

Hannah Meredith shared the following:

- Power Walks – Early stages of planning the project.
- Conveyances – The west train is out of service – estimating time we will have the train back in service.

Operations

Hannah Meredith advised of the following:

- A memo was sent out advising the Concourse A Baggage Makeup Room will see two operational changes in the coming weeks:
 - Baggage makeup room directional changes: Effective 8/19/22.
The Concourse A baggage makeup room will be changing to a north flow operation. Bag tugs intended for carousels MU-1 and MU-3 can enter the baggage makeup room from the west and south entrances. Bag tugs intended for carousel MU-2 will enter the baggage room from the south entrance. All bag tugs and vehicles will exit through the north doors and join the west VSR. Vehicles are not permitted to enter or exit the baggage room by cutting through the aircraft envelope at gate A4.
 - Default carousel changing to MU-3: Effective 8/30/22.
The default baggage makeup unit in Concourse A baggage makeup room is changing from makeup unit MU-2 to MU-3. All airlines have been briefed on this change and have agreed to the new location. The change will go into effect for start of business on Tuesday, 8/30/22.

Other Advisories:

- Justin Bessler shared information about Everbridge. You can change your preferences. Contractors can be allowed traffic or weather alerts. Also reminded everyone to please report property damage and employee injuries caused by power walks or escalators. If an escalator has shut down, we need to notify the state inspector so they can make sure the escalator is still safe.
- Adam Kressler – Encouraged everyone to sign up for weather alerts. Make sure that equipment is secured on the ramps. FOD – Please ensure trash is in dumpsters and dumpster doors are closed. Please keep the ramp clean.
- Damien Weller advised the Concourse B Apron renovation project will be starting shortly. West apron project to start on the 22nd.

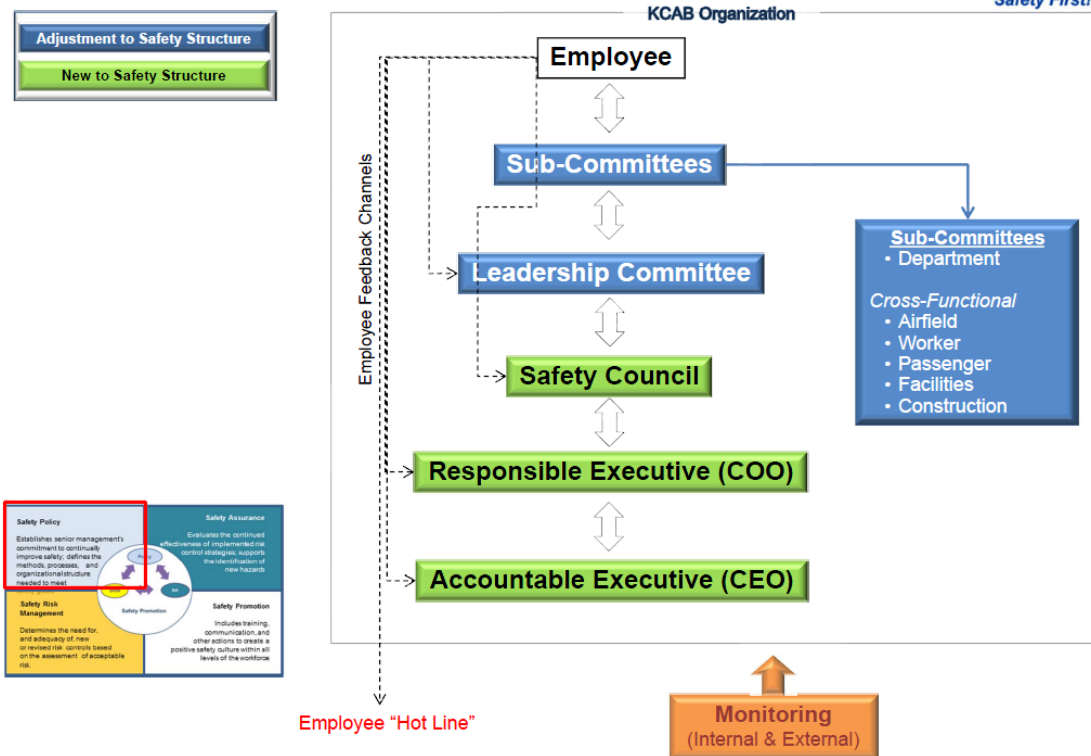
V. Adjournment

Hannah Meredith adjourned the meeting at 9:47 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Hannah Meredith

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.

