

Kenton County Airport Board
External Passenger Safety Meeting Minutes
February 17, 2021

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on January 20, 2021, 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
 - Ops Memorandum was sent out referencing the security directive that requires masks to be worn at all times within the airport. Compliance has improved.
- Safety Net
 - Housekeeping continues spraying the facilities monthly with the Safety Net product. This is effective for thirty days. In between, Housekeeping continues to make sure things are wiped down. Questions regarding the process can be directed to Wendi.

Other Safety Advisories:

- Chris Snyder informed group there will be construction in the near future on escalators, baggage claim area, as well as outside areas. Contractors have been advised to keep the area clean. Also, passengers were observed walking towards traffic on the roadway to the Doubletree. Van service from Doubletree experienced high volume of passengers due to inclement weather. Please advise passengers of this dangerous situation and inform them to use the van service offered by the hotel.

Operations

Hannah Meredith shared the following:

- Parking for employees will be moving to the existing employee Economy Parking Lot in early March. This change has been made in an effort to create more passenger parking spaces within the Terminal Garage. Shuttles will operate on a 24-hour basis, 7 days a week. Requesting that shift schedules be sent directly to Hannah Meredith or to park@cvgairport.com so that we will be able to provide coverage for shuttles.
- Runway 927 construction phasing starts March 1st. Runway 927 will be closed for 6 months. More information will be sent out. Please send contact information for your operations group and anyone that that would need info regarding this. The Planning and Development Department will be holding informational meetings monthly.
- A new external share site is in development where you will find training documents, ops memos, minutes for the SAMS meeting and other event notifications from ops departments. Hannah will send out the link to this site.
- Passenger volume increase – working with TSA and our baggage teams to decide what to do about the flex t-drive to B bags, currently that happens at 6pm, looking at early March to extend it to 7pm and to extend to 8pm on April 1st.

Other Operations Advisories:

- Justin Bessler reminded the group for true emergencies to dial 911, 3123 is used to call Police/ARRF, and extension 7777 is used for work orders/operational, maintenance calls.
- Kevin Watts informed the group of baggage notifications/levels for outage. Level 1 is a courtesy notification by email. Level 2 informs carriers they will need to do something different. For example, you may need to put your bags in a different place or pick up your bags in a different place. Level 3 means that system is down and going into a contingency plan. This is all hands-on deck for carriers as well as KCAB staff. Level 3 is always associated with a conference call.

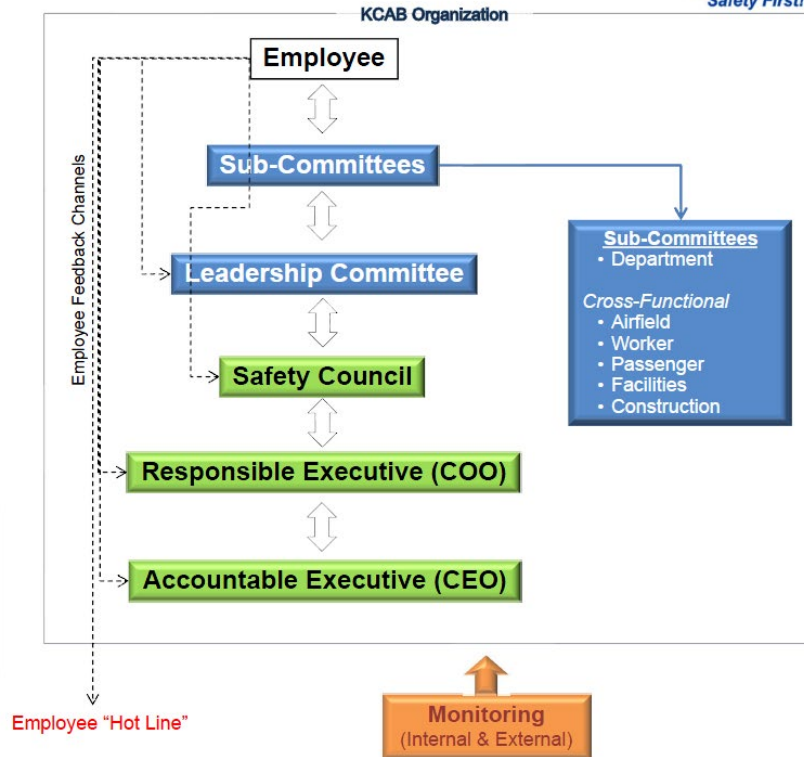
V. Adjournment

Wendi Orlando adjourned the meeting at 10:01 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando

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.

