

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

**January 21, 2015**

**Facilitator: Brian Cobb**

**Scribe: Nancy Hill**

### I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 10:00 a.m. on January 21, 2015 at Concourse A, A-1 meeting room.

### II. Roll call

## ATA Security Meeting Sign In Sheet

**January 21, 2015**

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvqairport.com
Seth Constant	KCAB	sconstant@cvqairport.com
Ed Woods	DELTA TRAVEL TRK.	
Byron Burkhardt	KCAB SSC	bburkhardt@cvqairport.com
James Brown	KCAB	jbrown@cvqairport.com
James Wood	Airport Police	jwood@cvqairport.com
Doug Rapp	Airport Police	drapp@cvqairport.com
Steve Schmitt	Airport Police	sschmitt@cvqairport.com
GREG KUHN	DELTA SECURITY	greg.kuhn@delta.com
Daniel Parks	FAM/ISA/DHS	
Andrew Newman	FAM/ISA/DHS	andrew.newman@das.gov
William Smith	ENVoy	
BOB HALL	UNITED	BOB.HALL@UNITED.COM
Ryan Seibert	Trego Degan	
JIM AASEN	TOA	
John Smith	TOA	john.smith@toa.com
JUAN BERNER	HL	Juan.Berner@hl.com
DAVID STUECKLE	KCAB ARFF	dstueckle@cvqairport.com
Robert Redmond	TSA	
WILLIAM ORLANDO	KCAB - CS	
Nancy Hill	KCAB - CS	
Stephen Saunders	KCAB CS	
TONY STEIMLE	KCAB POLICE	ASTEIMLE@CVQAIRPORT.COM
CHRIS HERTZMAN	KCAB POLICE	chertzman@cvqairport.com
MATT LAMBERT	KCAB POLICE	mlambert@cvqairport.com
James L. Lawrence	ISA / TSA	James.Lawrence@tsc.dhs.gov
SHERRY EICK	DELTA	
Bob Brodland	FED EX	
Brian Cobb	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 advised ADA inspection went well with only nine minor findings. Working through corrections and all should be resolved by the end of February. FAA was very complimentary of our airport and community staff.
- b) BC reminded group to make sure that the FIDS monitors are updated by carrier operations so that a backup of passengers getting off of the escalators does not occur.
- c) BC related that OPS memo went out this morning relating to Gate, Loading Bridge, and Component Operations at Concourse A. Several operational and safety concerns are highlighted in the memo due to problematic trends in recent weeks.
- d) Unstacked wheelchairs will be placed near the oversized belt at west ticketing. This is to support carrier, customer, air serv coordination on who should be assisted.

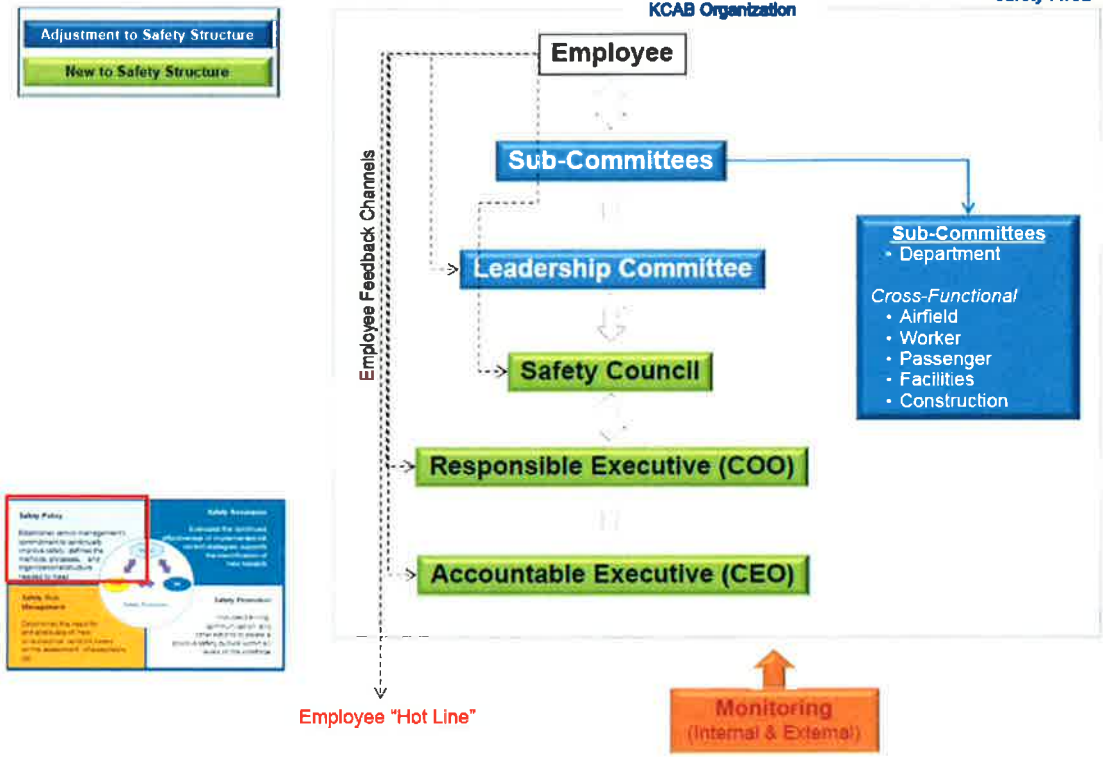
### **V. Adjournment**

Brian Cobb adjourned the meeting at 10:10 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.**