

**CVG Airport Authority**  
**CVG Security Action Meeting (SAMS) Minutes**  
**October 18th, 2023**

**Facilitator: Wendi Orlando**

**Scribe: Nancy Hill**

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**Call to Order and Introductory Remarks**

The regular [in person] meeting of the Passenger Safety Subcommittee was called to order on October 18th, 2023, at 9:37 a.m. by Meleia Michels, CVGAA. Meleia Michels, CVGAA, reviewed all open items from the action item list, via prepared PowerPoint. Meleia also provided group reminders, including the scope and purpose of this meeting, described within the 'Passenger Safety Committee Charter'.

**New Business [As stated below]**

**Safety & Customer Service**

CVGAA - Wendi Orlando provided the following information and updates:

- FOD –there is a continuation of water bottles and other types of waste that are not being properly disposed of. Casey Kinosz added we need everyone's help to inspect around your work areas around the terminals on a daily/weekly basis to ensure that your areas are clean. Happy to work with your teams in setting up scheduling for this.
- Designated smoking areas– Please remind your employees to use the designated areas only. A new receptacle urn has been placed at the west end, Conrac area.
- Metering groups on escalators – ask groups of people to leave a tread between them so that escalators are not overloaded and cause a shutdown.
- Project phases changes- Continue to keep an eye on potential hazards, such as spills, dust clouds, cords. Always call x7777 to report and wait for appropriate direction if any is needed.
- Honor Flight- The last Honor Flight of the year was last night and was very successful. Great feedback and very thankful for all of the work that everyone does.
- Lift Event and Circle Tails – We are currently in search for any airline partners willing to participate in one of these two events. The Lift Event provides opportunity for families with members on the autism spectrum to explore the travel ribbon, including processes at the check in counter, screening area, and on the aircraft itself. We would need an aircraft for approximately one hour. While it is preferable for the aircraft to be able to taxi out and back to the gate, it is not necessary. Circle Tails is a service dog training organization. They would require aircraft access for around 20 handlers and their K9s to explore the seating space in front of them. We need about 30 minutes time for an aircraft.

**Terminal Operations**

CVGAA – Meleia Michels noted the following project updates:

- Concourse B Apron Rehabilitation Project- Gates B11, B13, and B15 closed starting today. Reminder to operate safely around and not go through construction barricades. Scheduled to be completed by mid-November. This will be the last phase of this project. Steve Listerman added the drive thru in Concourse B will be blocked off much like when they were doing the rehab on the other side. Customs will be able to get in and out, however, everyone else, tugs, etc. will have to divert around the concourse. During the day, deliveries are getting pushed to the Bravo 14 area.
- Passenger Boarding Bridge Replacement Project- Gates B10 and B25 closed. Scheduled to be completed by October 25<sup>th</sup>, 2023. These are the final bridges to be replaced on Concourse B in 2023. Phase 2 will commence at the beginning of 2024.

- Exit Lane Project- The first phase of this project is scheduled to end in November 2023, followed by consecutive phases 2 and 3 to follow and end through February 2024. This will provide an automated exit lane process.
- Email and Contacts Check in – Groups to be emailed to confirm correct contact for ops memos and general notices.

#### **Other Advisories**

CVGAA – Casey Kinosz

- The 2023 – 2024 Winter Operation and Deicing Plans would typically be completed and communicated out by now, but it is slightly delayed as a result of the multitude of ongoing projects occurring this past year. These projects have resulted in new paint markings and color assignments for the upcoming winter plans.
- Casey gave the airline folks and staff thanks and appreciation for continued use of the Charter forms, as they are extremely helpful to have and do plan to continue to utilize them.

CVGAA – Matt Houston

- Please make sure to close the potable water cabinets all the way so that the heaters come on. Roll up all hoses. Reminder for all tenants to put child/infant car seats into a tub for any movement throughout the system, as they can cause belt damage or jams.

CVGAA – Steve Listerman expressed thanks and appreciation for reporting any procedure shortcuts and inefficiencies throughout campus. He reiterated the importance behind ‘see something, say something.’

TSA-

- The two new security checkpoint lanes construction will begin soon, as November 6<sup>th</sup> is the tentative planned date for equipment removal, followed by replacement of the test equipment on November 13<sup>th</sup>.
- In terms of FIS process and control, Duty Free bags are not compatible to the current AOSSP (airport Operator Standard Security Program) regulations. They are supposed to be clear and sealed to some sort of degree. They are seeing the incompatible/standard violating bags more with the London and Mexico operations. No action needed of the entire group, just communication/awareness of an ongoing issue they have been experiencing.

#### **Adjournment**

The regular meeting of the Passenger Safety Subcommittee was adjourned on October 18th, 2023 at 10:00a.m. by Meleia Michels, CVGAA.

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Minutes were submitted by Nancy Hill.

Minutes were approved by Meleia Michels.

*The Passenger Safety Committee Charter and KCAB Safety Structure Diagram is now available on the csinfo site where all archived meeting minutes are housed – “SAMS and Passenger Safety Subcommittee”.*