

Kenton County Airport Board

External Passenger Safety Meeting Minutes

October 19, 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 October 19, 2016 at Concourse A, A-1 meeting room.

II. Roll call



Sign-In

Meeting Title: SAMS SAFETY SECURITY

Date: 10/19/16

Name	PLEASE PRINT	Company	Phone	Email
Brian Cobb		KCAB	3145	bcobb@cvgairport.com
Nancy Hill		KCAB	3170	n.hill@cvgairport.com
Steve Thompson		CBP	7002	stevenc.thompson@cbp.dhs.gov
Stephen Saunders		KCAB	7472	ssaunders@cvgairport.com
Wendi Orlando		KCAB	7470	worlando@cvgairport.com
Bob Hall		UNITED	859-525-5908	Bob.Hall@UNITED.com
Connie Wastell		Simplicity	313-230-8874	Connie.Wastell@simplicityground.com
Dan Cowbin		TREGO-DUGAN	859-652-8555	CVG.RAMPINGR@TREGO-DUGAN.com
Kerry Ryle		TREGO-DUGAN	859-240-6494	kryle@trego-dugan.com
Kerry Herman		Trego-Dugan	859-757-2884	kerryh@trego-dugan.com
Joshua McShane		PSA Airlines AA	859-767-5890	joshua.mcshane@AA.com
Crystal Robinson		Envoy AA	859-767-3753	Crystal.G.Robinson@AA.com
Mark Friede		FEDEX	859-586-3411	71820@fedex.com
Edward Tonn		Allegiant	702-830-5981	Edward.Tonn@Allegiant.com

Name PLEASE PRINT	Company	Phone	Email
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Chuck Jones	Delta	767-5252	chuck.jones@delta.com
Dave Kenney	Delta	767-5099	dave.kenney@delta.com
Anthony Clark	KCAB	767-3112	
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Kimi Collins	KCAB	767-3112	kcollins@cvg
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Matt Houston	KCAB	112	mhousten@cvgairport.com
Lisa Rankin	KCAB	767-7023	L.RANKIN@CVAIRPORT.COM
DAVID KELLERMAN	KCAB	767-4716	DKellerman@CVAIRPORT.COM

III. Review/Discuss Open Items from Action Item List

- Reminded group of the scope/purpose of the meeting referring to the charter document previously shared.
- 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

- BC gave an updated report regarding the skirt brush installations on moving walkways and escalators, notifications to be sent out regarding time frames that walkways and escalators will be closed.
- Seth Constien reminded group to call the ACC, #7777, to report any chemical spills.
- BC informed group the FAA is banning Samsung Galaxy Note 7 devices from air transportation. Some airports are offering to trade out phones. Alerts at Ticketing & FIDS, if anything else can be done please let us know.
- BC informed the group of an airline employee that had a cardiac arrest while working on the ramp. CPR and AED was used. BC stressed to please be aware of where our defibrillators are located. Our airport offers free CPR training by our ARFF department, we would be happy to work with you to schedule a class and can also schedule as a group. Seth advised that every AED kit has a mass casualty kit in them.

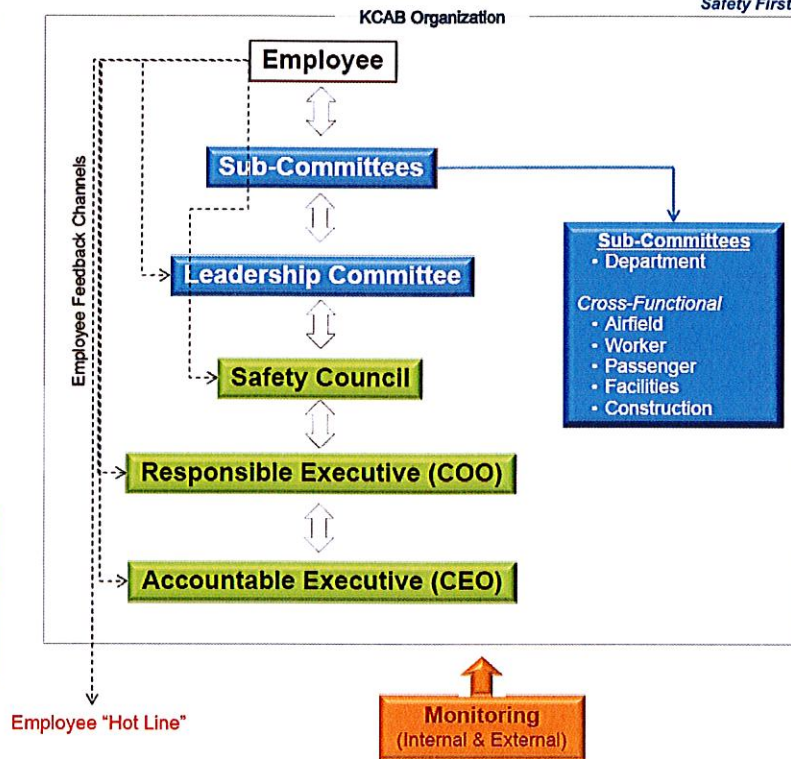
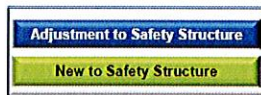
V. Adjournment

Brian Cobb adjourned the meeting at 9:57 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.