

Kenton County Airport Board
External Passenger Safety Meeting Minutes
January 15, 2019

Facilitator: Wendi Orlando

Scribe: Meleia Michels

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:42 a.m. on January 15, 2019, at Concourse A Meeting Hall, Ramp level.

II. Roll call

MEETING SIGN-IN SHEET					
Project:		SAMS Meeting		Meeting Date:	01/15/20
Facilitator:		Lt. Col. Lambert, APD		Place/Room:	
Name	Initial	Company	Phone	E-Mail	
Tom Reichtol	TR	TSA	859-630-4171	TOM.REICHTOL@TSA.DHS.GOV	
Will Smith	WS	TSA	859-486-3604		
Brian Smith	BS	TSA	859-534-7131	Brian.G.Smith@tsa.dhs.gov	
Dylan Jaymes	DJ	TSA	859-991-9205	dylan.jaymes@tsa.dhs.gov	
Jim Aasen	JA	TSA	859-488-0269	JAMES.AASEN@TSA.DHS.GOV	
Rob Orchafa	RO	TSA	859-971-9125	Robert.Orchafa@TSA.DHS.GOV	
Tracy Kleinhenz	TK	Allegiant	937-219-1292	tracy.kleinhenz@allegiantair.com	
George Herrod	GH	DELTA PRIVATE JETS	859-663-0747	george.herrod@DELTAPRIVATEJETS.COM	
Mark Carroll	MC	Delta Private Jets	959-534-4242	Mark.Carroll@deltaprivatejets.com	
Mark Exeler	ME	MENZIES AVIATION	855-743-1011	MARK.EXELER@MENZIESAVIATION.COM	

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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

Wendi Orlando:

- Please report spills that are 1 gallon or over.
- Be aware of changing weather, and the potential for re-freeze on the ramp and outside areas.
- Please ensure GSE is properly braked or chalked.
- As construction continues to around the airport, please be sure to report if anything seems strange.
- Furniture has been updated on ticketing and baggage claim levels. Please ask if you have any questions
- The Delta Blood Drive will be held on January 27th.
- As an update to items from the Cincinnati Museum Center, the Crosley car has been removed from the Terminal. Other artifacts may be leaving throughout the year as well.
- B15 restrooms are now under construction.
- Updates to the SARA and additions such as adult changing tables are coming as well.
- Workshops are occurring in April
 - o CTA Program Training
 - o ADA Workshop through ACI

Casey Kinosz:

- Please continue to clean up FOD and help with those efforts. Assistance is always welcome with monthly clean-ups from everyone.
 - o Special attention to employee-created trash (water bottles, etc.)

Hannah Meredith:

- CONRAC is continuing to be built, and updates will come as notified.
 - o There will be AOA work in B4 & B6 upcoming, Delta has been made aware.
- We may see parking limitations
- The tunnel to the garage is closed for work on a chilled water line. This work is set to last 3, and potentially 4, weeks.
- If you have a charter flight leaving out of gate A4, please be sure to submit a service request to turn on the escalators for those flights. They are turned off during downtime to conserve energy.
- A pilot is beginning with airlines for skid collection.

- If you have passenger loading bridge issues, and would like training, please reach out for us to set up a time.

Damian Weller:

- CONRAC Project current focus areas include the T-Drive, AGT, and upper level. These are the spaces that may create an impact, please stay tuned for future updates.
- Contact ACC if needed.

Archie Carpenter:

- Temporary kiosks for Queen City Exposition will be at the ticketing level through April as construction is underway.

V. Adjournment

Wendi Orlando adjourned the meeting at 10:02 a.m.

Minutes submitted by: Meleia Michels

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

- | | |
|---------------------------------------|---|
| ▪ 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.