

**Kenton County Airport Board**  
**External Passenger Safety Meeting Minutes**  
**April 18, 2018**

Facilitator: Wendi Orlando

Scribe: Nancy Hill

**I. Call to order**

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:51 a.m. on April 18, 2018, at Concourse A Meeting Hall, Ramp level.

**II. Roll call**

**ATA Security Meeting Sign In Sheet**  
**April 18, 2018**

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	<a href="mailto:dcameron@cvgairport.com">dcameron@cvgairport.com</a>
Brian Cobb	KCAB	<a href="mailto:bcobb@cvgairport.com">bcobb@cvgairport.com</a>
Kevin Coomer	TSA	<a href="mailto:Kevin.Coomer@tsa.dhs.gov">Kevin.Coomer@tsa.dhs.gov</a>
Wilbur Hooks	TSA	<a href="mailto:Wilbur.E.Hooks@tsa.dhs.gov">Wilbur.E.Hooks@tsa.dhs.gov</a>
Mark Gust	TSA	<a href="mailto:mark.gust@tsa.dhs.gov">mark.gust@tsa.dhs.gov</a>
MARK DETERS	KCAB	
JOHNNIE GREENE	KCAB	
Rutzwadia	Aetna	
Christy Strucke	KCAB (Police)	
Tracy Kleinhenz	Allegiant	
AMON BARNES	AIR CANADA	<a href="mailto:amon.barnes@aircanada.ca">amon.barnes@aircanada.ca</a>
Jason Droughn	Trego Dugan	<a href="mailto:jason.d@trego-dugan.com">jason.d@trego-dugan.com</a>
Wm Smith	Providence	<a href="mailto:William.H.Smith@FlyProvidence.com">William.H.Smith@FlyProvidence.com</a>
Justin Jordan	Southwest	<a href="mailto:justin.jordan@swa.com">justin.jordan@swa.com</a>
Edward Toon	Allegiant Air	<a href="mailto:Edward.Toon@Allegiantair.com">Edward.Toon@Allegiantair.com</a>

Ron Northington	MENEZES FUEL	RON.NORTHINGTON@MENEZESFUEL.COM
Mike Cyprien	MENEZES	MIKE.L.CYPRIEN@MENEZESFUEL.COM
SCOTT SPIRES	PSA AIRLINES	SCOTT.SPIRES@PSAAIRLINES.COM
Joshua McShave	PSA/AA	
Chase Syverson	FDS	chase@idsllc.aero
Andy Petridis	IDS	Andy.p@idsllc.aero
Ben Corra	CUG	BEN@CUGAIRPORT.COM
Steve Listerman	KCAB ARFF	slisterman@cugairport.com
Doug Noe	TSA	doug.noe@tsa.dhs.gov
Stephen Saunders	KCAB	ssaunders@cugairport.com
Melissa Lawson	TSA	melissa.lawson@tsa.dhs.gov
Valerie Tague	KCAB	VTAGUE@CUGAIRPORT.COM
Ron Cloud	CBP	RONALD.B.CLOUD@CBP.DHS.GOV
Nancy Hill	KCAB	
Hannah Meredith	KCAB	
Rich Gillespie	CBP	
Soufiane Mouzate	Prospect Airport Services	Soufiane.Mouzate@prospectair.com
Christy Blackburn	Delta	Christy.C.Blackburn@delt
Tom Bechtel	TSA	
Dylan TAYLOR	TSA	

<u>NAME</u>	<u>Agency</u>	<u>Email</u>
Shannon Oldfield	KCAB	solfield@cugairport.com
Josh Mann	Kcab	jmann@cugairport.com
Robert Broderick	FEDEX	RBRODERICK@FEDEX.COM
Blake Raney	DELTA	BLAKE.RANEY@DELTA.COM
Pete Frankingham	DELTA	PETE.FRANKINGHAM@DELTA.COM
Tim Zeis	KCAB	tzeis@cugairport.com
JAMES LAURENCE	TSA/FIU	
DAVID KELLERMAN	KCAB	DKellerman@Delairport.com
Zack Hawley	Endeavor Air	Zack.Hawley@EndeavorAir.com

### **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**

Chief Listerman discussed the following:

- a) Escalator and moving walkway safety
  - Stickers updated to prevent wheelchairs, strollers, and passengers with pets from using.
- b) Evacuation Procedures
  - Fire alarms, A & B zones, listen to announcements.
  - Severe weather – go to the tunnel, direct people away from the bottom of the escalators. Don't overload the escalators – meter every third step.
- c) Active shooter/fire
  - Jet bridges can be used as safe places, doors will lock behind you. Jet bridges have phones to use to let ACC know you are there. Evacuation is possible also at the end of the jet bridge.
- d) ARFF worked with TSA to put a process in place to handle hazardous material at the checkpoints.
- e) Developing an app and flip charts will be placed at gates and concessions detailing exactly what to do in an emergency situation.

Brian Cobb discussed the following:

- a) Lightning Procedures – strobes indicate lightning within five miles of the airfield.
  - Carriers/operators follow their own established procedures.
  - Fueling must not occur.

### **V. Adjournment**

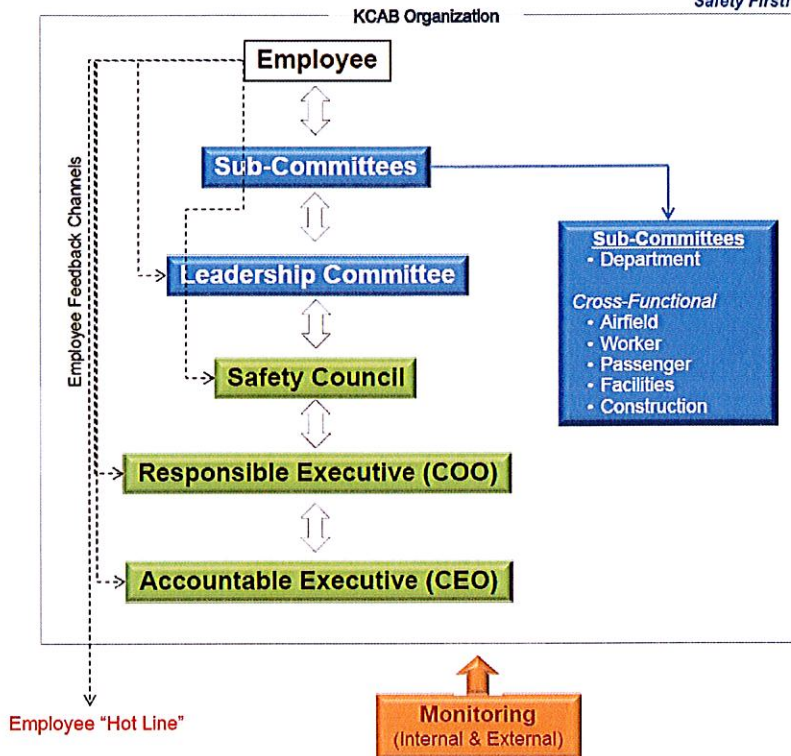
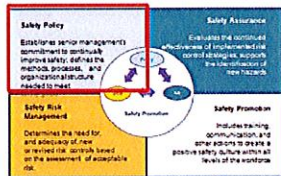
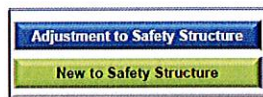
Wendi Orlando adjourned the meeting at 10:04 a.m.

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

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