

Kenton County Airport Board

External Passenger Safety Meeting Minutes

January 18, 2017

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:50 a.m. on January 18, 2017 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet

January 18, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
<i>Dylan Sawyer</i>	<i>TSA</i>	
<i>Michael Hill</i>	<i>DHL</i>	
Connie Wastell	Simplicity	
<i>Jason Brinkley</i>	<i>KCAB</i>	<i>jbrinkley@cvgairport.com</i>
Byron Burkhardt	KCAB SSC	bburkhardt@cvgairport.com
Ed Town	Alliport	
WENDI ORLANDO	KCAB	
Nancy Hill	KCAB	
<i>David Korman</i>	<i>KCAB</i>	
<i>Shawn Ward</i>	<i>KCAB</i>	
<i>BARRY EBB</i>	<i>Delta</i>	
Christy Blackburn	Delta	
BOB HALL	UNITED	
Bob Broderick	FedEx	
MARK PETERS	KCAB	
MARK GUST	TSA	
<i>Paul Gilliland</i>	<i>Allegiant</i>	<i>pgilliland@allegiantair.com</i>
Stephen Saunders	KCAB	
Tracy Kleinberg	Alliant	

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

Byron Burkhardt reviewed the following:

- a) Aircraft Taxiing on ramps – Work is being done to address inadvertent taxiing into the remote parking area – water blasting old pavement markings, map updates
- b) Aircraft Run-ups – Run-up policy will be coming out in Ops Memo
- c) Airport Policies – being updated
- d) Wildlife – being monitored
- e) FOD on Ramp – reminded everyone to please keep dumpster lids closed and areas clean.
- f) Injuries on escalators – skirt brushes have been installed to prevent shoes being caught, injury numbers have decreased.
- g) SMS – consultant to do gap analysis

Wendi Orlando advised of the following:

- a) Bag room door replacements – Ops memo will be coming out.
- b) Valet Move – Valet will be moving to the Bag Claim level January 19th. Sign shop will be installing signs the evening of January 18th.
- c) Winter Ops team phone calls are held in the event of inclement weather for informational purposes.
- d) Construction – construction areas to include gate areas for new airline, bag room, and concessions, reminded to please keep areas clean.

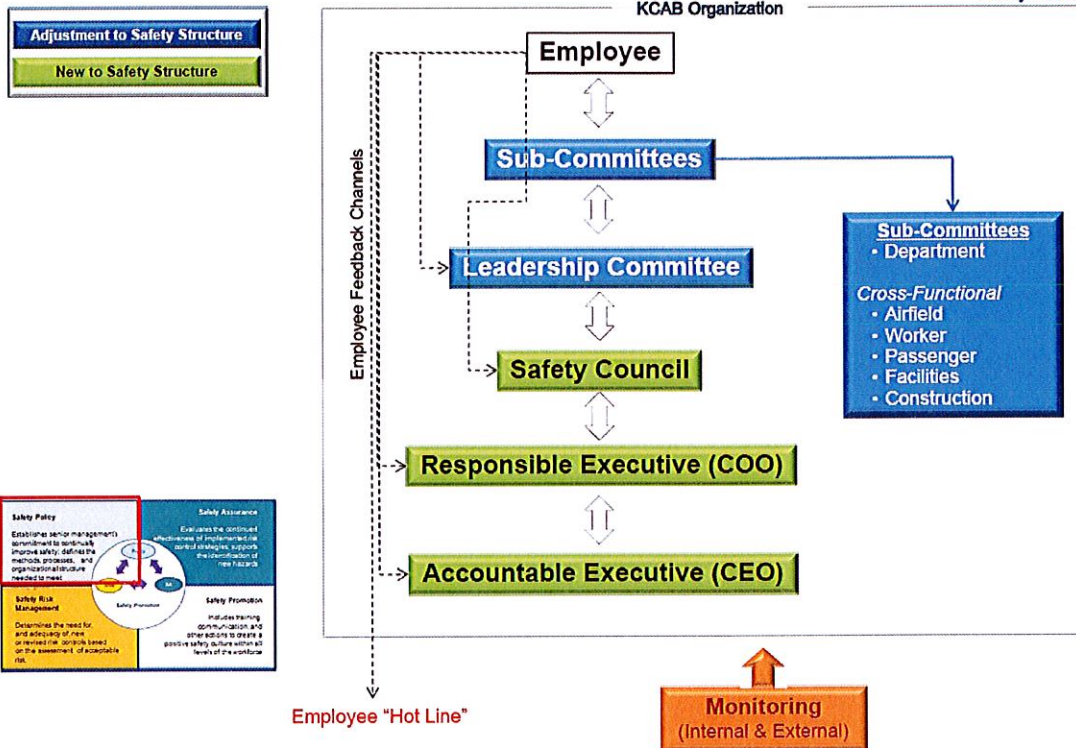
V. Adjournment

Wendi Orlando adjourned the meeting at 10:06 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.