

Kenton County Airport Board
External Passenger Safety Meeting Minutes
 September 17, 2014

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:55 a.m. on September 17, 2014 in the KCAB Board Room.

II. Roll call

ATA Security Meeting Sign In Sheet
 September 17, 2014

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
JAMES LAWRENCE	TSA - FID	james.lawrence@tsc.das.gov
Mark Guest	TSA	
GREG KUNN	DELTA SECURITY	
WENDI ORLANDO	KCAB	
LONNIE BODEN	DELTA	
Stephen Saunders	KCAB	
Nancy Hill	KCAB	
Ed Ferrara Lowell	US Airways	
JOHN DEZARZ	DL	
Ed Wood	Delta Justice Tech	
Kevin Coomer	TSA	
JIM APLEN	TSA	
SCOTT SCHWARTZ	KCAB - Police	
Mark Dargatzis	TSA - FAMS	
Shannon Oldfield	KCAB - Market	
Robert BENDER	FOOT	
Chuck Jones	Delta	
CHUCK LEVINSKY	DELTA	
Ryan Seibert	Trego Dugan	
David ...	Ultimate	
Christina Paladina	Envoy	
Tina Reddington	Envoy	
Matt Poundstone	KCAB - Field	
Brian Cobb	KCAB	

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

- a)** BC advised group of roof leak at Security Building, contractor is addressing.
- b)** Facilities aware of damaged/missing ceiling tiles in east end, no leaks reported.
- c)** Overnight repairs of roof leaks at A16 and A18 will begin.
- d)** BC informed group that due to Frontier moving there will be more passenger traffic in the A-19 gate area beginning in early October.
- e)** Emergency only gate will be installed at the TSA parking lot. Resurfacing the lot will also begin.
- f)** KCAB safety coordinator Seth Constien conducting safety worksite inspections. While typically KCAB-related, we may relay concerns, if found, that are related to air carriers or tenants.
- g)** Presentation was given by Shannon Oldfield regarding the 2014-2015 Winter Operations Plan.

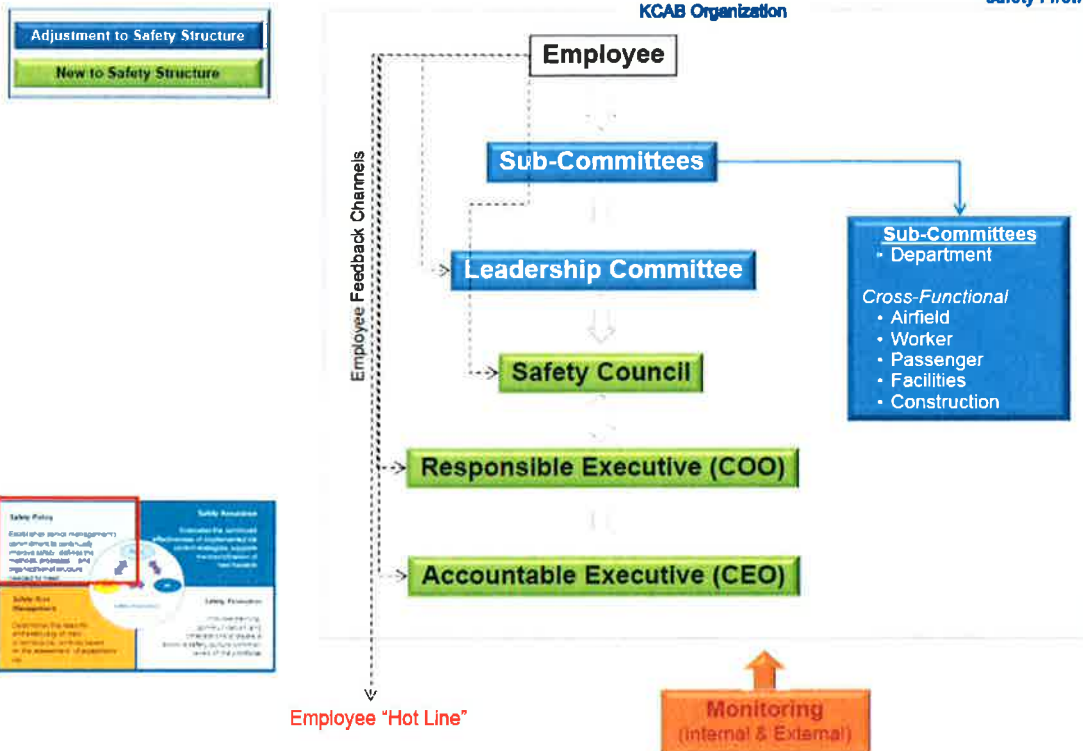
V. Adjournment

Brian Cobb adjourned the meeting at 10:01 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.