

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**January 19, 2022**

**Facilitator: Adam Kressler**

**Scribe: Nancy Hill**

**I. Call to order**

Adam Kressler called to order the regular meeting of the Passenger Safety Subcommittee at 9:39 a.m. on January 19, 2022, via Conference Call.

**II. Roll call**

**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**

**Safety**

Adam Kressler shared the following:

**Weather**

- Please be cognizant of winter weather, especially use caution when freezing rain happens and sidewalks, parking lots, pavements, etc. get slippery. The areas on the north sides of the concourse buildings tend to be problematic. If product is needed, please continue to reach out. Inside the buildings, please continue to watch out for snow and slush as it's tracked in, please keep areas cleaned and safe.

**Operations**

Adam Kressler advised of the following:

- There has been an increase in the amount of trash left in loading bridges. Please ensure that you take the trash to the dumpsters. Advise Airlines that trash left in the Terminal, near the baggage offices, should be taken by their cleaning crews to the dumpsters on the east side of the Terminal.
- Bag System – functional exercise on February 26<sup>th</sup>, 2022.
- Expansion on bag room – We will be reaching out to carriers and ground handlers on assignments and how we will utilize this facility.
- Ramp rehab projects – information will be shared as we get more details.

Other Advisories:

- Matt Houston advised when retracting the potable water hoses to please carry the nozzle back with you, so they won't get dragged on the ground and get damaged. Please keep the potable water cabinets closed. Air hoses should be put away neatly, so they won't get twisted or broken.
- Justin Bessler advised to keep areas clean so that we can be efficient in getting equipment in to help get your aircrafts in and out.
- Casey Kinosz reminded the group to call AOC directly for any emergencies.
- Archie Carper advised facemasks are available in the Bag Claim vending machines for purchase.

**V. Adjournment**

Adam Kressler adjourned the meeting at 9:49 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Adam Kressler

# 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.**

