Kenton County Airport Board
External Passenger Safety Meeting Minutes
November 12, 2013

Facilitator __Wendi Orlando_____   Scribe ___Wendi Orlando

I. Call to order

Wendi Orlando called to order the regular meeting of the **Passenger Safety Subcommittee** at **9:50 a.m.** in the **KCAB Board Room**.

II. Roll call

The following persons were present:
See attached sign-in.

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) No additional issues brought forward from the attendees

V. Adjournment

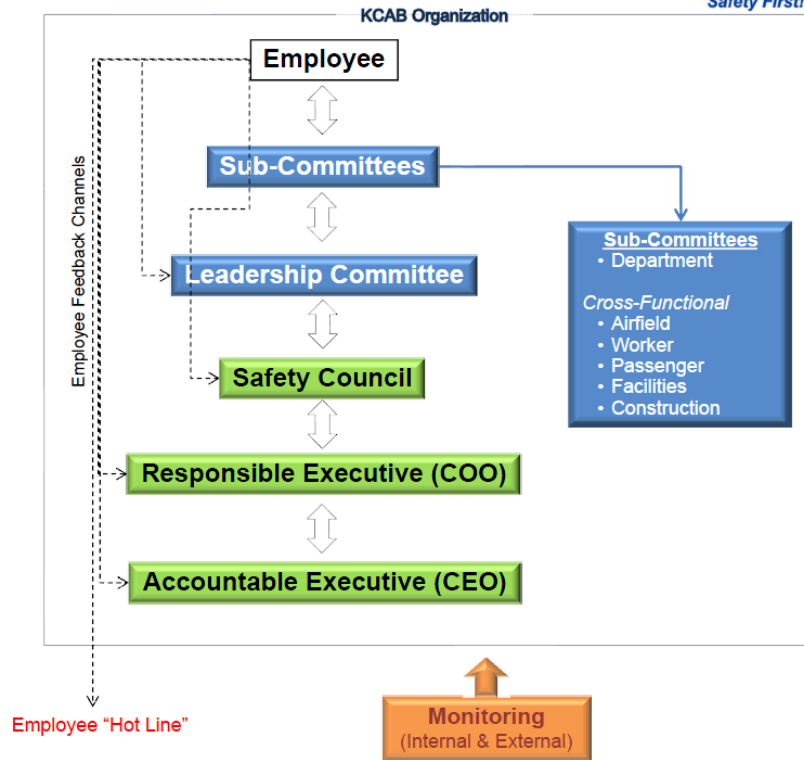**Wendi Orlando** adjourned the meeting at **10:10 a.m.**

Minutes submitted by: Wendi Orlando
Minutes approved by: Brian Cobb

ATA Security Meeting Sign In Sheet
November 12, 2013

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Joe. Guerra	USAirways	jguerra@USAirways.com
WENDI ORLANDO	KCAB	
Ray Williams	TSA	
Tom Bechtol	TSA	
Kevin Coomer	TSA	Kcoomer@
Mark Guest		
Lonnie Boden	DELTA	
Stephen Saunders	KCAB	
JOHN BERMEN	DHL	JOHN.Berder@Dtl.com
Regina Walther	Frontier	
BRIAN BELCHER	TSA/OLE	
ADAM KRESSLER	KCAB	
Tim Willard	CSP	
Robert Brohende	FEDBY	
JIM AASEN	TSA	
Mark Darcangelo	TSA	

KCAB Safety Structure

Legend:
- Adjustment to Safety Structure
- New to Safety Structure

KCAB Organization

Employee Feedback Channels

Employee

Sub-Committees

Sub-Committees
- Department

Cross-Functional
- Airfield
- Worker
- Passenger
- Facilities
- Construction

Leadership Committee

Safety Council

Responsible Executive (COO)

Accountable Executive (CEO)

Employee "Hot Line"

Monitoring
(Internal & External)

Safety Policy
Establishes senior management's commitment to continually improve safety; defines the methods, processes, and organizational structure needed to meet

Safety Assurance
Evaluates the continued effectiveness of implemented risk control strategies; supports the identification of new hazards

Safety Risk Management
Determines the need for, and adequacy of, new or revised risk controls based on the assessment of acceptable risk.

Safety Promotion
Includes training, communication, and other actions to create a positive safety culture within all levels of the workforce

CVG Safety First!

6

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
- Commercial and Business Development
- Planning and Engineering

- Customer Service: Terminal Operations & Relations
- Police
- ARFF

External

- Airlines

- TSA

Other Key Participants/ Subject Matter Experts invited, as needed.