# **Kenton County Airport Board**

# **External Passenger Safety Meeting Minutes**

October 18, 2017

Facilitator: Brian Cobb Scribe: Nancy Hill

## I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:47 a.m. on September 20, 2017 at Concourse A Meeting Hall, Ramp level.

## II. Roll call

	Deropes 18	18 2017		
Name (Please Print)	Aicline	(Date For protocoly given)		
Seed Carriers	POCHER	district the participant of the same of th		
Brison Cultific	HOCHES	Incodebilic variety or Loses		
MARK CREEKE	DEN Fried Jon	mark covered of the Shaper over the		
Jane Landers	TEA FELD			
Kenn Comer	A552-E			
Sarbora Tessefoni	Location - Tide	Symmetric enquirant.		
Byan Budhat	15C45 554	Bismether + maying		
Scott Thates	KIRD	STHOOPER CHANGE OF		
Marine Garages	ENUMBERED PES			
	LCA2	Algaber + Bergerger 1		
Butt Herries	ISCAS	At his water way is again to present our		
Sohr contra	KeA B	Many Prof. Cages put an		
Time Beach	7298			
Street Sant				
Wade Dole	KEBS FIE	soble e cusarpos		
James Corner	KCAB-ME			
looker restons	A STATE OF THE PARTY OF THE PAR			
PETE FOR PERSONAL	15 4 - 5 PA	Fere has Observed to Same		
DUMBE QUALT	2010	plant part a select		
Object Kenney	Desto	and semmy & De M. C		
BALLY ELS	Decem			
Brokest Howell	DHC	Madriel Heart Com		
B.N GARGORY	22/25	But surgery & DHL &		
		Barbarbarbarbarbarbarbarbarbarbarbarbarba		
Born Darabase	America	- Edward Control Control		
	America	Caller In F St. common State of Comm		
Bonn Dalastott Bonn Batal				
Bene Bertell Bene Bertell Dillar Salves	America			
Bonn Bonn Blan Sakers Kaling Kirk Pano	America	Collector & Commission Commission		
Bonn Bonn Bonn Bonn Black Salfers Kalling Kirok Penno Nancy Hui	America	Collector & Commission Commission		
Benn Benn!  Benn Benn!  Sales  Kalley Mark Paner  Nancy Hut	Etimis KCAS	Collector & Commission Commission		
Benn Berns  Benn Berns  Baller Sakers  Kaller Barre Pano  Nancy Hut  Tear Barrel  Bli Waller	LELTALES LOAS TIA	Collector & Commission Commission		
Brown Brown Sallers Blo Brakers Michael & Googles	LELTA LES	Collector & Commission Commission		
Bonn Bonn Salara British Barte Paner Nancy All - Tear Bonnate Blo Bonnate Michael & Brognes Offer Separa	LELINIE LES	Editor of the annihology of the second		
Bonn Bonn Bonn Bonn Bonn Bonn Bonn Bonn	ELLINIES KOAE TIA FILE KOAE KOAE KOAE	Later to the annual constant to the second t		
Brown Brown Salarian Brown Barrell Property Brown Brow	ELLEN 18 S	Editor of the annihology of the second		
Brown Brown Parks  Entitle Parks  Nancy Hart  Tean Bornell  Blo Brown Marks  Michael & Brognes  Piny Dia C. Sh  Zene Harty  Ret Fred	ELLINIES KOAE TIA FILE KOAE KOAE KOAE	Later of Emmission Com		
Brown Brown Salarian Brown Barrell Property Brown Brow	American  Letter 16 2  KCA 6  TAR  Foliat  KCA F  Ender An	La Gry, coard to cho ( on a second of the coard of the co		
Brown Brown Parks  Entitle Parks  Nancy Hart  Tean Bornell  Blo Brown Marks  Michael & Brognes  Piny Dia C. Sh  Zene Harty  Ret Fred	America ELLIA IS IN ELLE IN IS IN ELLE IN IS IN ELLE IN IN ELLE IN IN ELLE IN IN ELLE IN IN ELLE IN IN	Later to the annual constant to the second t		
Bring Brief Proposed Salter State Proposed Propo	According to the second	Some state of the same of the		
Brown Brown Salaria Sa	Annatura  LELTA 150  ACCA 6  TRA  FRACE  FRACE  K CA F  FRACE  FRACE  MARKET BY  MARKET	South Compagnition		
Brown B. m. 1  Difference Brown  Kaithing hards Parison  Namen Hut-  There Brown  Pick Segues  Pick Segues  Pick Segues  Fig. 1 Death of the Segues  Fig. 2 Death of the S	Anna Euro  LELLEN LES  LOCA E  THE  FOLK	For the Brown of the second of		
Brown Brown  Brown Brown  Eather Brown  Kather Brown  Namey Hut  Lean Grand  But Brown  Michael & Brogne  Pitt Stypes  Pitt Stypes  Father St	Annatura  LELION 150  KOA 6  TOA  FORE  FORE  KOA F  Ender An  End	Fred Bryangelen  Fred B		
Brown Brown  Brown Brown  Salford Salford  Kalford Brown  Namey Hut  Jean Brown  But Bro	Anna Lun  LELTO LE  ECA E  TTA  FORE  FORE	Fredst Brynngrden  Fredst Brynner  Fredst Brynne		
Brims Briss Ballers  Kathy Bard Ballers  Kathy Bard Ballers  Blo Ballers  Michael Ballers	Amore In 18 2 Acres 18 2 Acres 18 Acres	Fredak Bergangheleng		
Brown Brown  Brown Brown  Salford Salford  Salford Salford  Namey Hut  Jean Brown  Michael & Grogor  Please Segue  Bill Brown  Michael & Grogor  Please Segue  Bill Brown  Salford  Salford  Michael & Grogor  Please Segue  Bill Brown  Salford  Salf	Annatus  LELIA LE  LOA 6  TIA  FOLK	For state & company of constant of the state		
Brown Brown  Brown Brown  Earling hards Famous  Namey Hut  There Brown  Proposition of Ground  Proposition of Grou	Amore In 18 2 Acres 18 2 Acres 18 Acres	Fredak Bergangheleng		

### 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) Brian Cobb gave an updated report on the Terminal Modernization progress.
- b) BC advised the next meeting will cover information regarding CONRAC.

Meeting adjourned and was then followed by the Annual Winter Operations overview.

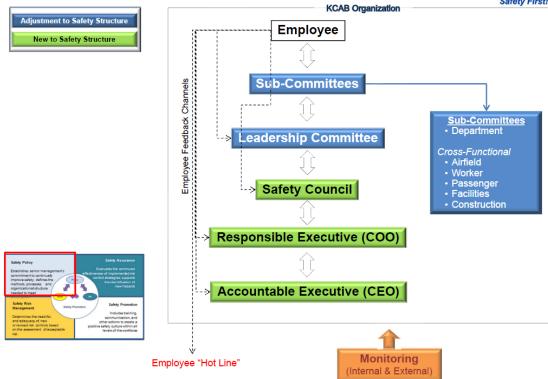
### V. Adjournment

Brian Cobb adjourned the meeting at 9:55 a.m.

Minutes submitted by: Nancy Hill Minutes approved by: Brian Cobb

# **KCAB Safety Structure**





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.