

Kenton County Airport Board
External Passenger Safety Meeting Minutes
October 21, 2020

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:35 a.m. on October 21, 2020, 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

Wendi Orlando shared the following:

- Airport Health Accreditation
 - Health Accreditation was received. Accreditation shows that we are dedicated to the health and safety of our passengers and employees and helps to reassure the traveling public.
- Work Healthy Pledge – Adherence to general public safety requirements
 - Wearing masks, physical distancing, cleaning surfaces, washing hands, limiting in person meetings, staggered work shifts, cleaning vehicles before and after use.
- Electro Static Spraying
 - Two part system: 1) Disinfects and 2) Antimicrobial sealant, which lasts for 30 days. In between sprays, Housekeeping continues to clean and wipe things down making sure the sealant remains active for the 30 days.
 - Spraying started early in October in the Passenger facilities areas. Spraying will be done again November 3rd and November 10th.
- Reminder to use the FOD Boss
 - Walk your areas for FOD
 - COVID restrictions have made it difficult to get together to walk, but each carrier should be able to look at their space.
 - FOD Boss always available.
- Weather
 - During inclement weather be careful of slips and trips due to freezing weather.

Operations

Hannah Meredith advised of the following:

- From the Planning and Development department – Rehab is underway on the taxi lane at Ramp three. This mainly affects Delta operations and is currently in Phase two.
- Facilities department – Reminder to keep potable cabinet doors closed to prevent any freezing.
- External Affairs – Schedule has been set and will be shared for upcoming events.
- FOD – Document has been shared regarding procedures for use.
- Extranet site which held the Monday report for carrier schedules and other information, will be migrating to a sharepoint site. Please reach out if there is any information you would like added to this site.

Other advisories:

- Bobby Spann provided updates for the September 2020 air service stats for CVG. Stats have been released.
- Kevin Watts gave updates on conveyances on west side of Concourse B and updates on repairs on the escalators from the AGT to the parking garage.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:51 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

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|---------------------------------------|---|
| ▪ Facilities Maintenance | ▪ Customer Service: Terminal Operations & Relations |
| ▪ Commercial and Business Development | ▪ Police |
| ▪ Planning and Engineering | ▪ ARFF |

External

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| ▪ Airlines | ▪ TSA |
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Other Key Participants/ Subject Matter Experts invited, as needed.

