

Kenton County Airport Board
External Passenger Safety Meeting Minutes
September 20, 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 9:49 a.m. on September 20, 2017 at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet
September 20, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Brian Cobb	KCAB	bcobb@cvgairport.com
JIM AASEN	TSA	
JOHNNIE CORDEAL	KCAB	
HEATHER DARTON	REINA	
JEFF DAN HAYS	Allegiant Air	
Andrew Reagan	Allegiant Air	
Tracy Kleinhenn	Allegiant Air	
Edmund Toun	Allegiant Air	
Richard Apple	Frontier	
Josue A M Shave	FAA	
Josh Mann	KCAB	
Seth Constien	KCAB	
Stephen Saunders	KCAB	
Byron Burkhardt	KCAB SSC	

Greg Lowry	KCAB APD	
JAMES LAWRENCE	TSA FEO	
Tom Bechtel	TSA CVG	
Mark Deters	KCAB	
Zack Hawley	Endeavor Air	
WENDI ORLANDO	KCAB CS	
Jason Draughn	Tiago Degan	
Greg Rice	MENTZIES	
BOB HALL	UNITED	
Bob Broemke	FEDEx	
Justin Jordan	Southwest	
Kevin Watts	KCAB	
Scott Thacker	KCAB	stthacker@cvgairport.com
MATTHEW GABBERT	KCAB	

III. Review/Discuss Open Items from Action Item List

- Reminded group of the scope/purpose of the meeting referring to the charter document previously shared.
- 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

Byron Burkhardt advised:

- The next External Safety meeting for tenants will be October 4th.

Kevin Watts presented:

- Safety Risk Assessment - bag room change of traffic markings. One way traffic will remain the same.

Brian Cobb discussed:

- The FAA Disaster Drill conducted on September 7th went very well. The drill included more than 100 volunteers, 30 ambulances and 12 fire engines.
- CVG staff members will be testing the Emergency Operations Center response Thursday morning, September 21st. The drill will simulate an aircraft accident where the EOC's assigned personnel are required to respond to the site and progress through a simulated event.
- Terminal modernization – ongoing. Westside should be completed tomorrow morning.

Scott Thacker advised:

- Winter Ops memo to come out soon. Concourse C – Deicing operations to start mid-December.

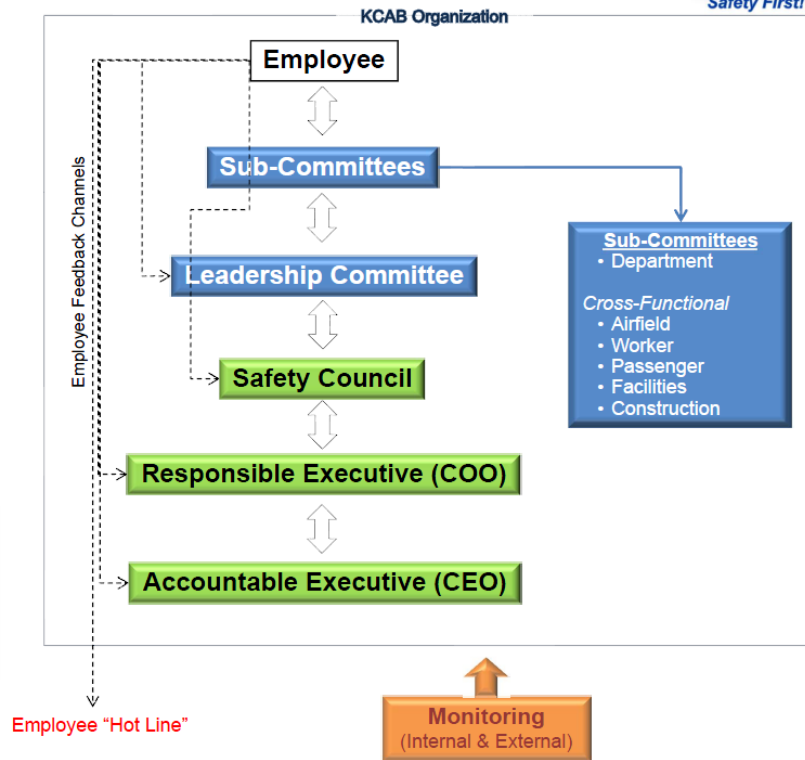
V. Adjournment

Brian Cobb adjourned the meeting at 10:30 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.

