

Kenton County Airport Board

External Passenger Safety Meeting Minutes

February 15, 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 9:48 a.m. on February 15, 2017 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet

February 15, 2017

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dccameron@cvgairport.com
Seth Constant	KCAB	
Travis Kenton	KCAB Fire	
Josh Rider	KCAB Fire	
John Beaman	DHL	
Connie Waskell	United	
Ralph Westhausen	Delta	
Mike Karp	Delta	
Kevin Finner	Delta Air Lines	
Andy Hill	Asic	
Mark Deturs	KCAB	
Alex Crow	KCAB	
Ross Cloud	CBP	
Jim Lawrence	TSA	
Ed Lauer	FAMS	
Kevin Comer	TSA	
Mark Covert	TSA	
Brian Buchanan	SSC	
Julie Landrum	OneJet	
Danley St	Delta	
Nancy Hill	KCAB	
Timothy Green	KCAB	
Trent Branstad	KCAB	
Simon Ward	Amtrak	
Rich Courley	American	

MATTHEW GARRETT KCAB
 KERRY RYLE TREBO-DUGAN
 MARVIN MUNDAR Trebo Dugan
 Jason Draughn Trebo-Dugan
 Rich Hudes FAA security + hazardous materials
 Kevin Watts KCAB
 Josh Mann KCAB
 BOB HALL UNITED AIRLINES
 Scott Gilchrist KCAB

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

Brian Cobb reviewed the following:

- a) Kone repairs leading up to summer travel.
- b) Potable water and PC air hoses: Reminder to all regarding sanitary, safety, and basic use requirements.
- c) Triturator: Advised all of FDA inspection on Trego operations. Sink and basic sanitary conditions not acceptable. All users to clean up after use. KCAB Housekeeping checking once a month.
- d) Remote ramp: Advised all users to remove GSE after aircraft are removed. Advised users of low light conditions and situational awareness when working in remote.
- e) OneJet revised taxi flow: Advised all of Ops memorandum covering OneJet taxi direction to mitigate obstructed views.
- f) Evacuations:
 - Advised all of 3 scenarios and staff responsibility to assist KCAB personnel.*
 - Fire
 - Weather
 - Active Shooter

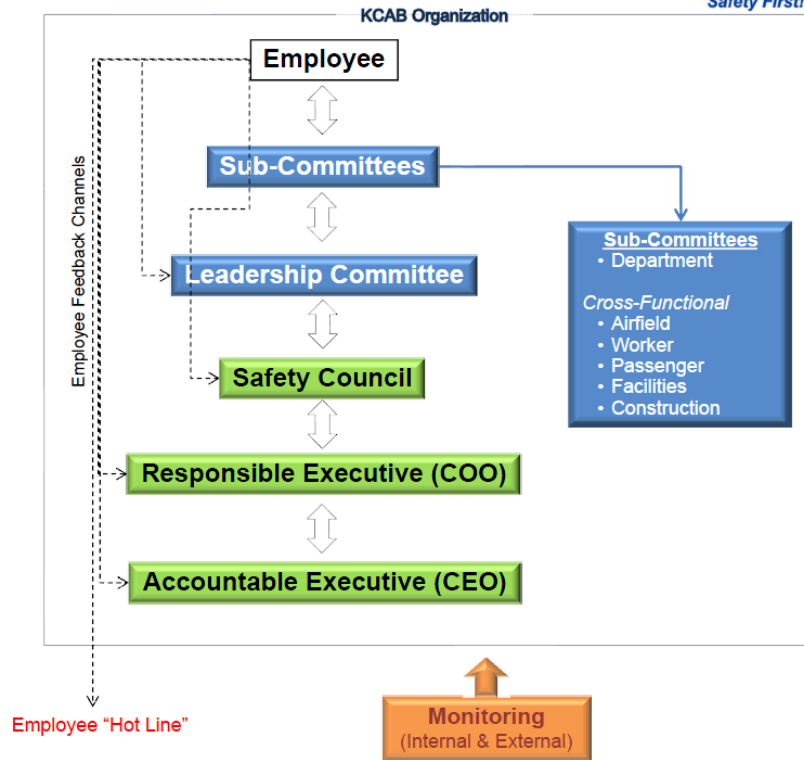
V. Adjournment

Brian Cobb adjourned the meeting at 10:00 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.