

Kenton County Airport Board
External Passenger Safety Meeting Minutes
February 19, 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 9:42 a.m. on February 19, 2020, at Concourse A Meeting Hall, Ramp level.

II. Roll call

MEETING SIGN-IN SHEET				
Project:	SAMS Meeting	Meeting Date:	02/19/20	
Facilitator:	Lt. Col. Lambert, APD	Place/Room:		
Name	Initial	Company	Phone	E-Mail
Brian Smith	BS	TEA/FALIS		
JIM AASEN	(JA)	TSA		
DIAN SAINES		TEA		
Chad Forsnight	CF	KCAB		
Hannah Meredith	HM	KCAB	859-638-2615	hmeredith@cvgairport.com
JONNIE GREENE	JG	KCAB	859-767-3068	Jgreenec@cvgairport.com
Seth Dobbins	SD	"		SDobbins@cvgairport.com
Cassey Kinosh	CK	KCAB		
Wendy Damickiewicz	WD	DHS CBP		
MATTHEW GABBERT	MG	KCAB Field	3191	mgabbert@cvgairport.com
Matt Houston	MH	KCAB FACILITIES	3192	mhoustan@cvgairport.com
Mark Deters	MD	KCAB Graphics & Signs	1554	mdeters@cvgairport.com

Name	Initial	Company	Phone	E-Mail
CHRIS HERTZMAN		KCAB Police	767 3121	CHERTZMAN@cvgairport.com
WENDI ORLANDO		KCAB OS	767 7476	worlando@cvgairport.com
Nancy Hill		KCAB	767-3170	nhill@cvgairport.com
Melina Michaels		KCAB	445-4095	mmichaels@cvgairport.com
Valerie Teague		KCAB	767-7999	Vteague@cvgairport.com
Christy Strake		KCAB Police		✓
JAMES LAWRENCE		TSA FTO	458-0610	james.lawrence@tfa.lga.gov
Chris Snyder		KCAB - Safety	859 367 2881	CSNYDER@cvgairport.com
Archie Carper		KCAB CABD	859-767-4820	acarper@cvgairport.com
BOB HALL		UNITED Airlines	937-684-2883	

Name	Initial	Company	Phone	E-Mail
Kevin Watts	KW	KCAB	855-767-1458	kwatts@cvgairport.com
Ed Jung	EJ	KCAB		edjung@cvgairport.com
Tracy Kleinhenz	TK	Allegiant	702-830-5855	tracy.kleinhenz@allegiantair.com
MATTHEW WEISSMANN	MW	ALLEGiant	702-830-5811	MATTHEW.WEISSMANN@ALLEGiantAIR.COM
Greg Rice	GR	Frontier	855-402-6738	greg.rice@FlyFrontier.com
EDWARD BRACHE	EB	DELTA AIR LINES	855-767-5199	EDWARD.BRACHE@DELTA.COM
Zack Hawley	ZH	Endeavor	855-775-1318	Zack.Hawley@EndeavorAv.com

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

Wendi Orlando:

- FOD Boss –
IT is putting together online reservation system.
- VSR Deviations –
Pay attention to surroundings.
Reports of vehicles not yielding right of way and following too closely to a/c.
- Severe Weather -
Remind employees of severe weather procedures.
Ensure the ERP app has been downloaded to mobile devices.

Chris Snyder:

- FOD –
Has noticed sharp fod near baggage drop. Please keep area clean.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:46 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

- | | |
|---------------------------------------|---|
| ▪ 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.