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

Project: SAMS Meeting Facilitator: Lt. Col. Lambert, APD					Meeting Date: Place/Room:		02/19/20	
Name		Initial	Initial Company		Phone	E-Mail	E-Mail	
Brian S	Smith	85	TSA/FAIL	.15				
SIM AR		(IA)	13A					
DYLAN	SAYMES	1	1/11					
Chad Fosnight		CF	KC4B					
Hannah Meredith		HM	KCA13		859-638-20	ous un	reredithacogairrort.com	
JONNIE Coreens		16	KCAB		859-767-306	8 Jare	eenea ugarport. com	
Seth Dubbis		SAD	, ,				DINS@ CUGATRADET. COM	
Casey K	10052	216	KLAB					
ON Denieue		S	DH S	CBP				
MATTHEW G		M6	ICCAB	Field	3191	mgab	bert@ cugairport.com	
Natt Ho	uston	MH	KCAB FACE	LITIES	3192	nhou	stone cugairport.com	
marke D	eters	MD	KCAB GAD	ics o Signs	1554	1	rs@ cugsirpont.com	

Name	Initial	Company	Phone	E-Mail
CHRIS HETTZMAN		KetB POLICE	767 3121	CHETZMAN @ ONGARPORT. COM
WENDI DELANDO		KCAB CS	767 7476	worlands @ cygairport, com.
Nancy HILL		KCAB	767-3170	worlando@cvgarport.com. nh.//@cvgarport.com
Meleia middels		KLAB.	445- 4095	mmichels @wgairport.com
Valance Teasure		KEAB	767- 7999	V+ eague @ Cugarpont. Em.
		KCAB Police		~
Christy Stricke		TSA FJU	488-0610	james. commend tex disc. go
Chris Snyder		KCHB-Safely	859 357 2831	CSMIDERECULARIN port.com
Archie Casper		KCAB CHBO	859-767-482	o acaspellorsaliport. con
BOB HALL		United Aircunes	937-684-228	3

Name	Initial	Company	Phone	E-Mail
Kevin Watts	Yww/	KCAB	859-767-1438	Kuntls @ cugairport.com
Ed Jung	58	RCAB		e jung e cugairportions
Tracy Kleinhenz	the.	Allegiant .		tracy. Kleinhenz@allegiantair, com
MATTHEW WEISSM ANN		ALLEGIANT		MOD SIATUA I DISLUA SUU AMANZZI BUJ. WIEHTYAM
Greg Rice	ca	Frontier	855.402-6738	greg.riced Fly Frontes com
EDWARD BRACKE	ආ	DETA AIRLINES	855 767 5199	EDWARD. BRACKE C DESM.COM
Zack Hauter	3	Endeaver		Zack. Hawly @ Endrover Air. Com

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

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:

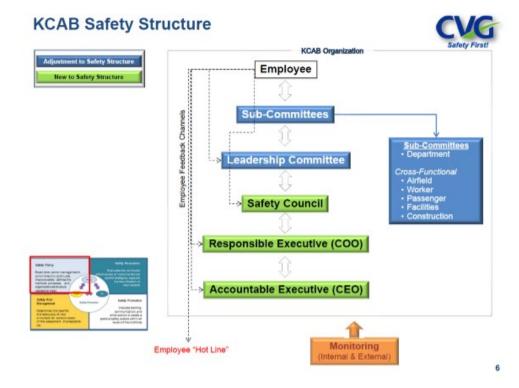
- FOD -

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





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:

<u>Internal</u>

- 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.