

**Kenton County Airport Board**  
**External Passenger Safety Meeting Minutes**  
**March 15, 2023**

**Facilitator: Wendi Orlando**

**Scribe: Amanda Collins**

**I. Call to order**

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:37 a.m. on March 15, 2023, 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:

- Following up on the continued issue with FOD on the ramp and surrounding areas. Please remind employees to be mindful of securing doors on trash receptacles, making certain to discard trash in the proper containers, thus keeping the workspaces clean and free of debris.
- This is the time of the year we will start seeing more pop-up storms and severe weather along with lightening. Please make certain employees are following proper protocol as well as securing/chalking ground equipment with the possibility of high winds during these times.
- Spring cleaning will be scheduled next month, look for upcoming information on dates and times.
- Increased traffic numbers with Spring Break in the Terminal and Concourses. Please watch for families placing strollers on conveyors & escalators, direct them to the elevators. We will have passengers needing direction, attempt to help and direct where/when you are able. Lastly, with higher volume, more bags, use proper bag hygiene while getting bags where they need to be.

**Other Advisories**

Brian Barnott advised of following:

- If anyone is not listed and may need or would like added to the weather notification distribution list, the email is quad7@cvgairport.com.

Todd Bahlau advised of the following:

- Re-iterate bag hygiene, making certain bags are properly separated to prevent jams. The A Concourse hub, baggage makeup area has had 10 reportable damage incidents recently due to errors/issues mostly to tug and overhead doors.

**Operations**

Meleia Michels advised of the following:

- Phase 2 of the B Concourse apron rehab area is ahead of scheduled and looks to be closed out March 27<sup>th</sup>.
- Phase 3 of the B Concourse apron rehab is tentatively scheduled to begin on March 27<sup>th</sup> in B12, 14 & 16 areas. An operations memorandum will be sent out prior to actual start date.
- Reports have been received about speeding in the T-Drive, note sent to carriers. Reiterate to your crews to be mindful and cautious of their speed when operating in that area.
- The updated charter form has been sent out to carriers and ground handlers. Reminder, we have gone to an electronic form for charters to complete that will trigger the necessary parties involved. You can find this form on the Customer Service Info SharePoint site if needed.
- A functional baggage exercise will take place Tuesday, March 21<sup>st</sup> from 1:00 p.m. to 3:00 p.m., proactively address issues ahead of the busy travel season.

- Safety findings of the inspection recently done at the end of February. The results were given and action items that need addressed were given to take back to their crews. Just reminding all to follow up on the results.

Other Advisories:

Kenny Losekamp advised the following:

- The exercise will go through a baggage level 4 and any issues during we can go through and talk over issues or answer any questions.

Todd Bahlau advised the following:

- We try to have an outside contractor in 2 -3 times a month for inspections. Housekeeping seems to be the biggest thing we see; Leadership, we are seeing too many of these issues, please correct the items that are seen and try to make this better.

Damien Weller advised the following:

- Change phase on A Concourse projects, jet bridge painting on the 20<sup>th</sup>, impact notifications will be sent out.

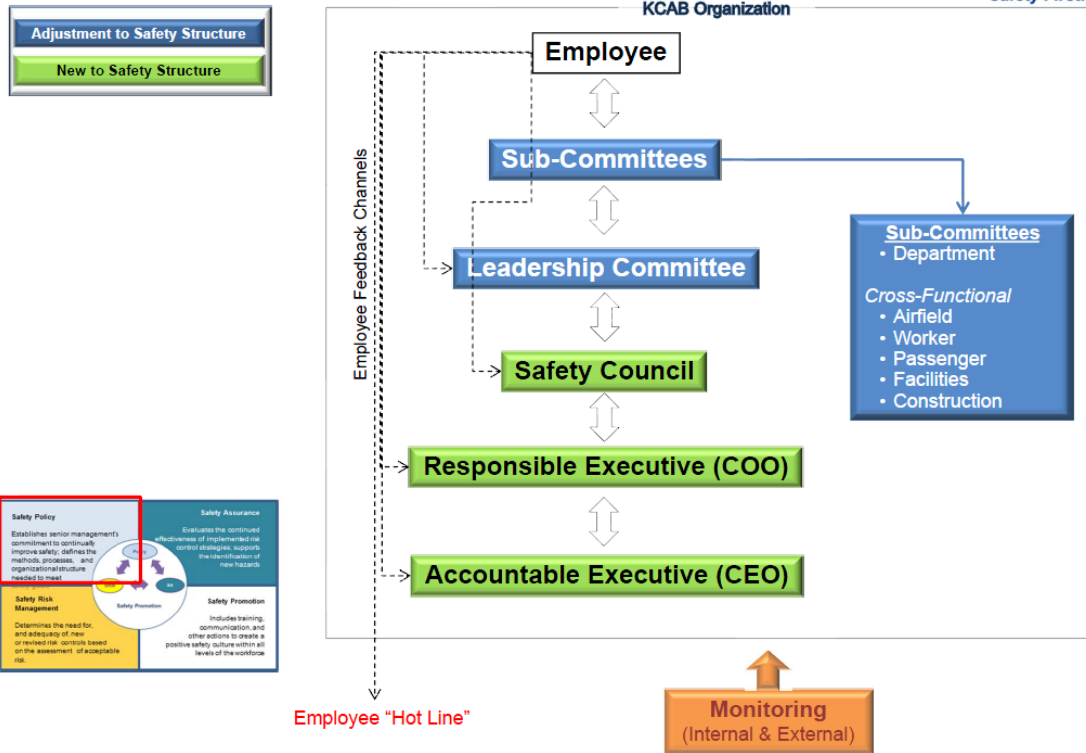
**V. Adjournment**

Wendi Orlando adjourned the meeting at 9:48 a.m.

Minutes submitted by: Amanda Collins

Minutes approved by: Wendi Orlando and Meleia Michels

# 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 |
|------------|-------|

**Other Key Participants/ Subject Matter Experts invited, as needed.**

