

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

**March 21, 2018**

**Facilitator: Wendi Orlando**

**Scribe: Nancy Hill**

### I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 10:01 a.m. on March 21, 2018, at Concourse A Meeting Hall, Ramp level.

### II. Roll call

#### ATA Security Meeting Sign In Sheet March 21, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	<a href="mailto:dcameron@cvgairport.com">dcameron@cvgairport.com</a>
Brian Cobb	KCAB	<a href="mailto:bcobb@cvgairport.com">bcobb@cvgairport.com</a>
<i>Joshua McShane</i>	<i>PSA</i>	
<i>WENDI ORLANDO</i>	<i>KCAB</i>	<i>worlando@cvgairport.com</i>
<i>Nancy Hill</i>	<i>KCAB</i>	
<i>Seth Cozart</i>	<i>KCAB</i>	
<i>Hannah Meredith</i>	<i>KCAB</i>	
<i>Jonnie Greene</i>	<i>KCAB</i>	
<i>Valerie Teague</i>	<i>KCAB</i>	
<i>Heather Parton</i>	<i>Petna</i>	
<i>Barry EBB</i>	<i>DELTA</i>	
<i>BOB HALL</i>	<i>UNITED</i>	
<i>Rich Gausley</i>	<i>AA/Envoy</i>	
<i>Tracy Kleinhenz</i>	<i>Allegiant</i>	
<i>Ed Tow</i>	<i>Allegiant</i>	

<i>Dylan Sathes</i>	<i>TSA</i>	<i>dylan.sathes@tsa.dhs.gov</i>
<i>Tom Bechtol</i>	<i>TSA</i>	<i>Tom.Becht@tsa.dhs.gov</i>
<i>Kevin Coomer</i>	<i>TSA</i>	<i>Kevin.Coomer@tsa.dhs.gov</i>
<i>JIM AASEN</i>	<i>TSA</i>	
<i>MARC DETERS</i>	<i>KCAB</i>	
<i>Matt Lambert</i>	<i>KCAB-Flight</i>	
<i>Daniel S. Lane</i>	<i>TSA</i>	<i>daniel.s.lane@tsa.dhs.gov</i>
<i>Melissa Lawson</i>	<i>TSA</i>	<i>melissa.lawson@tsa.dhs.gov</i>
<i>Doug Nee</i>	<i>TSA</i>	<i>doug.nee@tsa.dhs.gov</i>
<i>Robert Braden</i>	<i>FedEx</i>	
<i>Justin Jordan</i>	<i>Southwest</i>	<i>justin.jordan@sw.com</i>
<i>Josh Mann</i>	<i>KCAB</i>	<i>jmann@cvgairport.com</i>
<i>Kevin Watts</i>	<i>KCAB</i>	
<i>Andy Sabatelli</i>	<i>TDA</i>	

### **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**

Seth Constien advised group of the following:

- a) Severe weather – please be aware roads can refreeze, please call maintenance to help.
- b) Personnel are reminded to pay strict attention to aircraft departing taxi lanes when driving on ramp roads.
- c) Informed group the External Safety meeting will be held on April 11<sup>th</sup>, will cover the terminal evacuation plan.
- d) Reminder for hazard reporting to call 7777.
- e) FOD – Reminder to close dumpster lids to prevent trash from blowing out.

### **V. Adjournment**

Wendi Orlando adjourned the meeting at 10:09 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 |
|------------|-------|

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

