### **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

Name (Please Print)	Airline	Email Address (Only if not previously given)		
David Cameron	KCAB	dcameron@cvgairport.com		
Brian Cobb	KCAB	bcobb@cvgairport.com		
DOWN MShave	PS4.			
WENDI ORLANDO	KCAB	worlando @cvgairport.co		
Nancy HILL	KCAB	9		
Seth Conster	KCAB	-		
Hannah Meredith	KCAB			
JONNIE Greene	KCAB			
Valane Teasue	KCAB			
Huather Parton	Aetna			
BARRY ELB	DECTA			
BOB HALL	UNITED			
Aug Garley -	MA/Envoy			
Tracy Kleinhenz	Megiant			
Ed Tool	Missing			

DYLAN JAYOLESU	154	dylars. Salves etta, dhs. 200
Tom Becutol	75A	TOM. BENTOL OTOR dlasgo
Kevin Coomer	TJA	Kevin . Coomer @ +54. dls. gov
SIM AASEN	754	
MARK DETERS	KcA3	
MOH LAMBERT	X 848- Telire	
Davin 5 Voor	TSA	deared , Soft a tran Stor god
Melissa Lausen	AZT	metissa. lawsel@ tsa. dhis gov
Doug Noc	TSA	day, no a tre dhagar
Robert Brodende	FEDER	
Tustintadam	Southwest	justin jordara unco.com
Josh Mann	KCAB	jman Dengaifar can
Levin watts	KAB	,
Drly Sabella	8 TDA	
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### 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

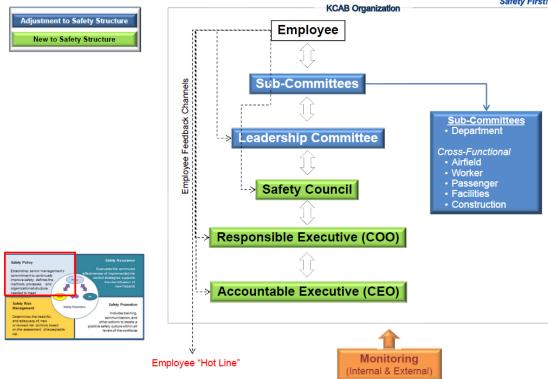
Wendi Orlando adjourned the meeting at 10:09 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando

## **KCAB Safety Structure**





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### 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
- Commercial and Business Development
- Planning and Engineering

- Customer Service: Terminal Operations & Relations
- Police
- ARFF

#### External

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TSA

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