

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

**December 19, 2018**

Facilitator: Adam Kressler

Scribe: Wendi Orlando

### I. Call to order

Adam Kressler called to order the regular meeting of the Passenger Safety Subcommittee at 9:52 a.m. on December 19, 2018, at Concourse A Meeting Hall, Ramp level.

### II. Roll call

#### ATA Security Meeting Sign In Sheet

December 19, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Adam Kressler	KCAB	
Hannah Meredith	KCAB	
Wendi Orlando	KCAB	
Mark Carroll	Delta Private Jet	
James Leverage	TSA	
Joshua Sherr	CBP	
Valerie Trease	KCAB	
Mark Decker	KCAB	
Christy Blackburn	Delta	
Pete Faulkingham	Delta	
Aaron Herrington	Aetna	
Jonnie Claene	KCAB	
Margie Pryor	KCAB	
Adam Karlis	KCAB	

Mary Faust	Newzies Limited	mary.faust@newzieslimited.com
Tracy Kleinhertz	Allegiant	tracy.kleinhertz@allegiantair.com
Greg Rice	Frontier	greg.rice@flyfrontier.com
Juan Pablo Vargas	AMAZON	JPVargas@amazon.com
Will Smith	TRIGO - DUCAN	Will.Smith@trigo-duncan.com
Carl Thier	WISHT BROS AUTO SALES/LEASE/REPAIR	CTHIER@WISHTBROS.COM
Justin Jordan	Southwest	justin.jordan@swair.com
Michael Roth	Midwest Air	Michael.Roth@midwestair.com
Paul Hershman	Midwest Air	Paul.Hershman@midwestair.com
JIM HASEN	TSA	
Patrick Jones	TSA	
Erin Casper	TSA	
Melissa Lewis	TSA	
Dylan Jaynes	TSA	dylan.jaynes@tsa.dhs.gov

David S. Vogt	TSA	
Tosh Mann	KCAB	tmann@cvgairport.com
Andy Petridis	JOS	andyp@idsllc.net

### **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**

Adam Kressler reviewed the following:

- Construction updates and traffic pattern changes.

Wendi Orlando discussed the following:

- Be on the lookout for strollers and animals on the moving conveyances during the holiday season.
- Weather Updates via email – we may not always have conference calls and may just provide forecast weather updates. When calls are scheduled, your participation is necessary in order to share pertinent information. If you need to add anyone to the distribution list, contact Wendi and Adam.
- Watch for refreeze after a weather event.

Hannah Meredith discussed the following:

- Cleaning T-drive and to be mindful of equipment and people directing traffic.

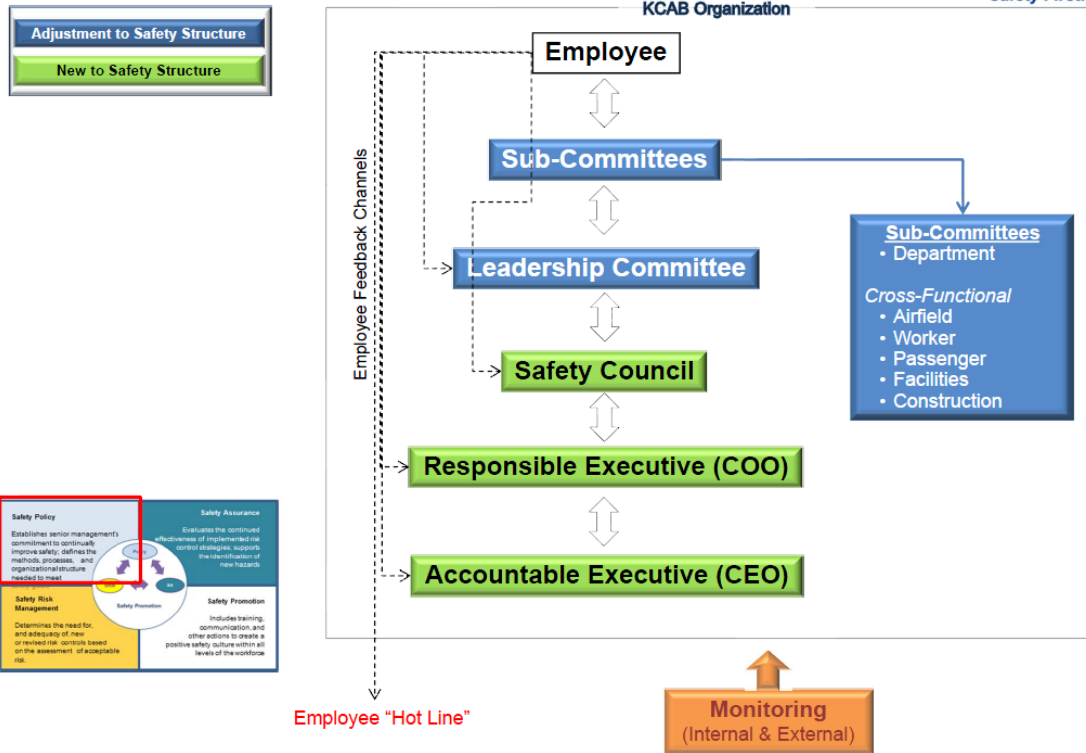
### **V. Adjournment**

Adam Kressler adjourned the meeting at 9:58 a.m.

Minutes submitted by: Wendi Orlando

Minutes approved by: Adam Kressler

# 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.**

