

Kenton County Airport Board

External Passenger Safety Meeting Minutes

March 15, 2017

Facilitator: Stephen Saunders

Scribe: Nancy Hill

I. Call to order

Stephen Saunders called to order the regular meeting of the Passenger Safety Subcommittee at 9:45 a.m. on March 15, 2017 at Concourse A Meeting Hall, Ramp level.

II. Roll call

S.A.M.S		3/15/17	
DAVID CAMERON	KCAD	DCAMERON@CUGAIRPORT.COM	
BARRY ERB	DELTA	barry.erb@delta.com	
Seth Constant	KCAB	sconstant@cugairport.com	
Tracy Kleinhenz	Allegiant	tracy.kleinhenz@allegiantair.com	
Edward Todd	Allegiant	Edward.Todd@allegiantair.com	
Connie Wastell	Simplicity	Connie.Wastell@simplicitygroup.com	
MATT LAMBERT	KCAB	MLAMBERT@CUGAIRPORT.COM	
Ed Lauer	FAMS	edward.lauer@fams.com	
Roy Walsh	KCAB	rwalsh@cugairport.com	
Rachel Bittencourt	Allied Universal	RABIT@AUS.COM	
JENNIE GREENE	KCAB	Jgreene@cugairport.com	
Justin Jordan	SWA	Justin.Jordan@swa.com	
Stephen Saunders	KCAB	ssaunders@cugairport.com	
Joshua McShane	PSA/Air	Joshua.McShane@psa.com	
Robert Broadbent	FedEx	RBroadbent@fedex.com	
Richard Gaurley	American	richard.gaurley@aa.com	
Kerry Herman	Trego-Dugan	Kerry@trego-dugan.com	
KERRY KYLE	TREGO-DUGAN	Kyle@trego-dugan.com	
Michael Hilt	DHL	Michael.Hilt@dhl.com	
J. Hilt	KCAB	Jhilt@cugairport.com	
Joe Schantz	KCAB	jschantz@cugairport.com	
Byron Burkhardt	KCAB SSC	bburkhardt@cugairport.com	
Julie Landrum	OneJet	jlandrum@onejet.com	
Tom Bechtel	TSA	tom.becht@tsa.dhs.gov	
DeAnn Salinas	TSA	DeAnn.Salinas@tsa.dhs.gov	
Mark Grest	TSA	mark.grest@tsa.dhs.gov	
Patrick Jones	TSA	patrick.A.jones@tsa.dhs.gov	

JIM BASEN	TSA
RAY WILLIAMS	TSA
PETE FAUTTINGHAM	DELTA
ALEXA JOHNSON	UPS
DAVE ANDREW	UPS Security
CHRIS DIAZ	UPS Operations
BILL HARKINS	UPS operations
THOMAS BROWN	UPS operations
DAVID ZELK	UPS operations
WENDI ORLANDO	KCAB CS

III. Review/Discuss Open Items from Action Item List

- Reminded group of the scope/purpose of the meeting referring to the charter document previously shared.
- 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

Stephen Saunders reviewed the following:

- Kone repairs leading up to summer travel.
- Potable water and PC air hoses: Reminder to all regarding sanitary, safety, and basic use requirements.
- Triturator: Advised all of FDA inspection on Trego operations. All users to clean up after use. KCAB Housekeeping checking once a month.
- Remote ramp: Advised all users to remove GSE after aircraft are removed. Advised users of low light conditions and situational awareness when working in remote.
- OneJet revised taxi flow: Advised all of Ops memorandum covering OneJet taxi direction to mitigate obstructed views.
- Advised staff and other personnel their responsibility in regards to fire, weather, and active shooter evacuations.

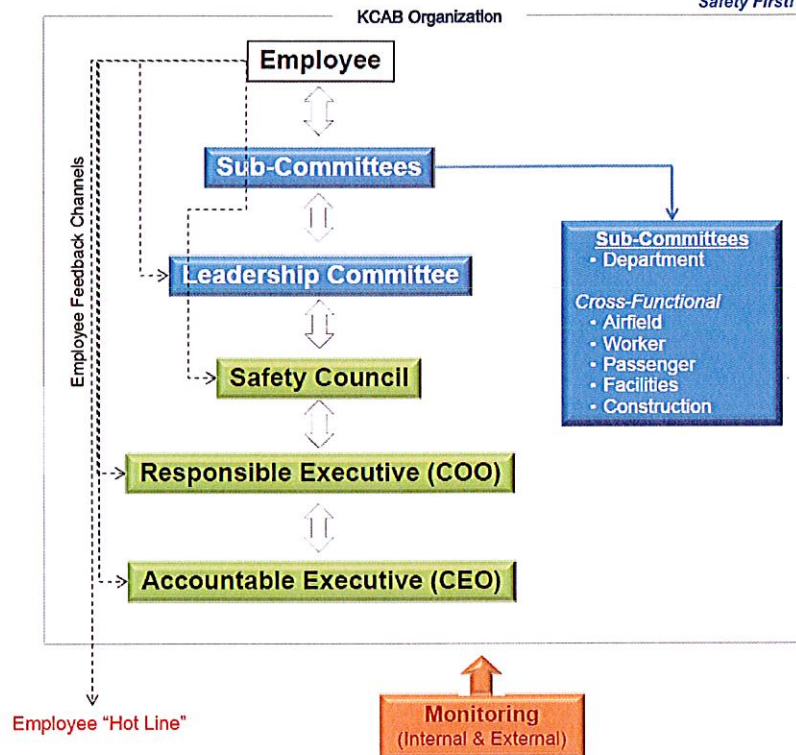
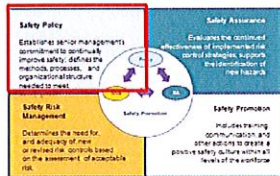
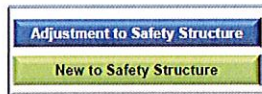
V. Adjournment

Stephen Saunders adjourned the meeting at 9:55 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Stephen Saunders

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.