Kenton County Airport Board

External Passenger Safety Meeting Minutes

March 20, 2019

Facilitator: Wendi Orlando Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:46 a.m. on March 20, 2019, 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@cvgatrport.com		
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Josh Mann	K CAB	
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BRIAN SMITH	714	04 Fi'le
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HATTER PARTONS	ASINA	
Acam KRESSLER	KLAB	
Show Wash	Proposit Philips	
Christing Strucks	APD	
Jus AMEN	3751/744	
Jus LANGENCE	F10 / 154	
PATRICK JONES	15/ /154	
LEVAN COOPER	AFS0-1/15A	
LAY WILLIAMS	F50 /754	
Wendi Orlando	KCAB	

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 advised if your contact information needs updating for the mass notification list, let Adam or Wendi know.
- Wendi Orlando reminded everyone if they see any conveyance that is down to report the issue to 7777.

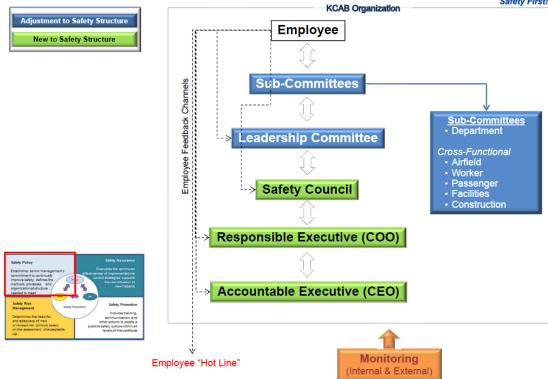
V. Adjournment

Wendi Orlando adjourned the meeting at 9:55 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

Airlines

TSA

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