

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

March 20, 2019

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgsairport.com
Tom Ciano	CBF	Tom.Ciano@CBF-Dub.Ireland
Robert Ciano	CBF	Robert.Ciano@CBF-Dub.Ireland
Bob Haulby	DCS	robert.e.haulby@delta.com
Mike Cypriote	Allegiant	mike.cypriote@allegiantair.com
Monique Cuvier	Monzie	monique.cuvier@monzie.com
Michael Cuvier	Monzie	Michael.Cuvier@monzie.com
Paula Cuvier	Monzie	Paula.Cuvier@monzie.com
Stephanie Brackett	Tingo-Dugan	Stephanie.brackett@tingo-dugan.com
Brittany Wooster	Envoy	brittany.a.wooster@aer.com
Tracy Kleinhorst	Bilevant	tracy.kleinhorst@bilevant.com
Audrey Petricides	IBS	audrey.p@idsllc.com
Allen Badgarian	IDS	allen@idsllc.com
Greg Rice	Frontier	greg.rice@frontier.com
BOB HALL	UNITED	

Justin Jordan	SLA	justin.jordan@slac.com
Kevin Watts	KCAB	
Josh Mann	KCAB	
David Shaw	TSA	
Dylan Sayles	TSA	on file
Brian Smith	TSA	on file
Mark Deibel	KCAB	
Jonnie Crook	KCAB	
Heather Paxon	ATNA	
Adam Kressler	KCAB	
Steve Webb	Project Blue	
Christy Struck	APD	
Jim Aspen	STB / TSA	
Jim Lawrence	FIO / TSA	
Patrick Jones	STB / TSA	
Levin Cooney	MSD / TSA	
Ray Williams	FSD / TSA	
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



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

