

Kenton County Airport Board

External Passenger Safety Meeting Minutes

November 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 9:42 a.m. on November 21, 2018, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet

~~October 17, 2018~~ Nov. 21, 2018

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Brian Cobb	KCAB	bcobb@cvgairport.com
<i>JIM ANSEN</i>	<i>TSA</i>	
<i>Jonnie Greene</i>	<i>KCAB</i>	<i>Jgreene@cvgairport.com</i>
<i>KATHERINE PRATON</i>	<i>PETNA</i>	<i>cvetars@PETNATIS.COM</i>
WENDI ORLANDO	KCAB-CS	worlando@cvgairport.com
Hannah Meridith	KCAB	hmeridith@cvgairport.com
<i>DIKAR SAYRES</i>	<i>TSA</i>	
Adam KRESSLER	KCAB	
<i>Justin Jordan</i>	<i>SWA</i>	<i>justin.jordan@swa.com</i>
Mary Ewert	Menzies	mary.ewert@menzies.aero
<i>Michael Rosh</i>	<i>Menzies</i>	<i>Michael.Rosh@menzies.aero</i>
Greg Rice	Frontier	greg.rice@flyfrontier.com
Tracy Kleinhenz	Alliant	tracy.kleinhenz@alliantair.com
Will Smith	Delta-Ancun	Will.Smith@delta-ancun.com

https://fpr.tsa.dhs.gov/fprd/work_queue/CVG

11/21/2018

<i>Bob Brubaker</i>	<i>FEDEX</i>	
<i>Nancy Hill</i>	<i>KCAB</i>	
<i>Susan Martin</i>	<i>Amazon Air Corp</i>	<i>Susmars@amazon.com</i>

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

Wendi Orlando discussed the following:

- KCAB Field Maintenance will be cleaning both sides of the T-Drive on Sunday, November 25, 2018. One side will be closed at a time. Flaggers will be stationed at the top and bottom to direct traffic.
- Please remind passengers to use elevators when walking with strollers, animals.

Adam Kressler discussed the following:

- Traffic Signals at Donaldson at ramps to KY212 were activated on November 19th.
- Detour for Arrivals/Bag Claim & Departures/Ticketing will be applied Tuesday, November 27th. Wayfinding signage will be installed and traffic route changed.
- Construction will begin in the South Airfield Road Tunnel. During this time, lane width through the tunnel will be restricted. Delays anticipated. Please exercise caution and reduce speed.
- Please update contact information for our mass notification system.

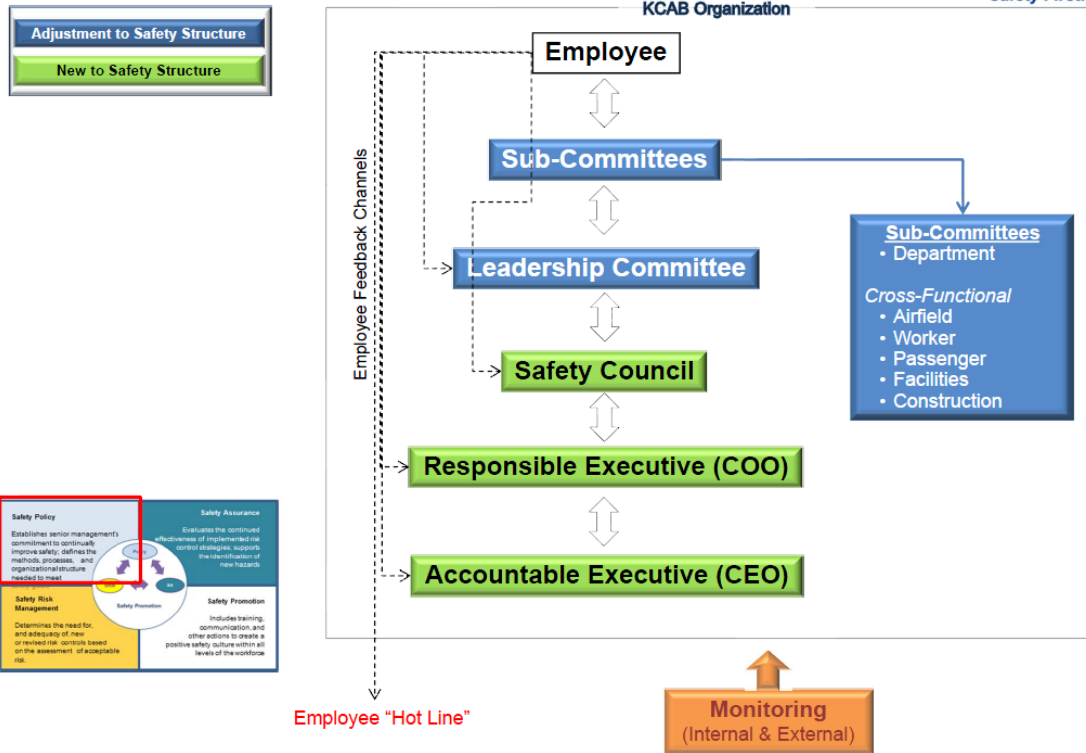
V. Adjournment

Wendi Orlando adjourned the meeting at 9:53 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 |
|------------|-------|

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

