

Kenton County Airport Board

External Passenger Safety Meeting Minutes

June 15, 2016

Facilitator: Wendi Orlando

Scribe: Wendi Orlando

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:50 a.m. on June 15, 2016 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet

June 15, 2016

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
JAMES LAWRENCE	TSA	james.lawrence@tsa.dhs.gov
STEVEN SCHMIDT	KCAB PD	
Stephen Wick	KCAB PD	
Michael Hall	DHL	
Bob Lawler	FAMS	
BOB HALL	UNITED	
Connie Wastell	Simplicity	
Tracy Kleinhertz	Allegiant	tracy.kleinhertz@allegiantair.com
Brian Cantrell	Trego-Dugan	ashleyc@trego-dugan.com
Kerry Herman	Trego-Dugan	kerryh@trego-dugan.com
William Smith	Envoy Air	
Rick Gaudin	Envoy	richard.gaudin@99.com
CHUCK LEVANEY	DELTA AIR LINES	CHUCK.LEVANEY@DELTA.COM
Bryan Burkhardt	KCAB SSC	bburkhardt@cvmadent.com
Al Cardenas	Delta	afonsoal.cardenas@delta.com
Seth Constant	KCAB SSC	
Richard Gillespie	CBP	No Change
Tamara Nallan	CBP	
Bob Broderick	FEDEX	
Mark Gust	TSA	
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

Byron Burkhart and Seth Constien presented the following:

- a) Conveyance Safety. If witnessing children playing on the escalators/moving walkways, say something.
 - 4 instances of children getting their shoes stuck in the escalators
 - Consistently seeing children “riding” the moving walkways
 - Advise passengers when travelling with children in strollers to use the elevators.
- b) Situational Awareness/Movement vs. Non-Movement Areas. Be aware of your surroundings and where the non-movement areas (ramp) stop and where the movement areas (runways/taxiways) start.
 - Described an incident where an airline crossed into the movement area without permission from the FAA tower to tow a disabled aircraft
 - Described an incident where a mechanic taxied onto an active runway while another aircraft was landing
- c) Zero write-ups during the annual FAA Safety Audit

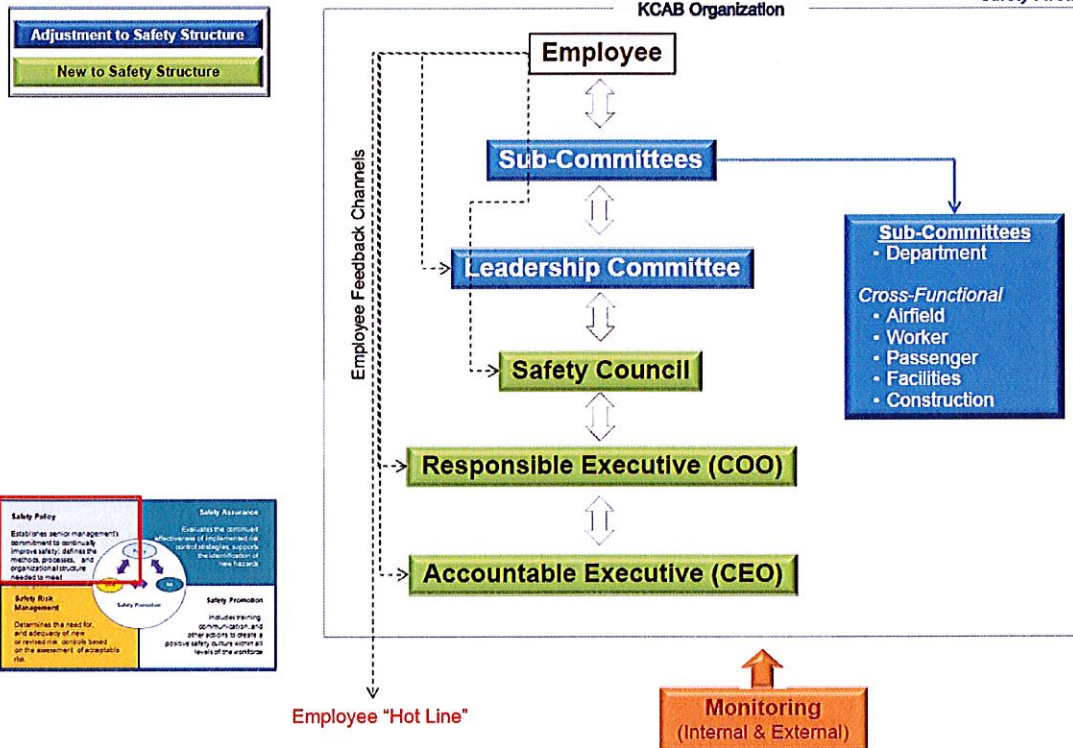
V. Adjournment

Wendi Orlando adjourned the meeting at 10:00 a.m.

Minutes submitted by: Wendi Orlando

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.