

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

**July 20, 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 July 20, 2016 at Concourse A, A-1 meeting room.

### II. Roll call

## ATA Security Meeting Sign In Sheet

July 20, 2016

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Ed Woods	DELTA PRIVATE JETS	-
Kerry Ryle	TREGO-DUGAN	Kryle@trego-dugan.com
Connie Wastell	Simplicity USA	Connie.Wastell@Simplicity.gra
Byron Burkhardt	KCAB SSC	bburkhardt@cvgairport.com
Seth Conston	KCAB SSC	sconston@cvgairport.com
BOB HALL	UNITED	
Tracy Kleinhenz	Allegiant	tracy.kleinhenz@allegiantair.co
Barry ERT	DELTA	
WENDI ORLANDO	KCAB CS	
Stephen Saunders	KCAB	
Brendan Burris	KCAB	
Ed Lauer	TSA	
Shawn Wood	ASO	
Kevin Coomer	TSA	
Mark Guest	TSA	
CHUCK LEVAIN	DELTA	CHUCK.LEVAIN@DELTA.COM

### 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.
  - Reiterated incidents of children getting their shoes stuck in the escalators
  - Talked about the safety brushes being installed
- b) Situational Awareness.
  - Described an incident where the loading bridge was moved into a parked vehicle

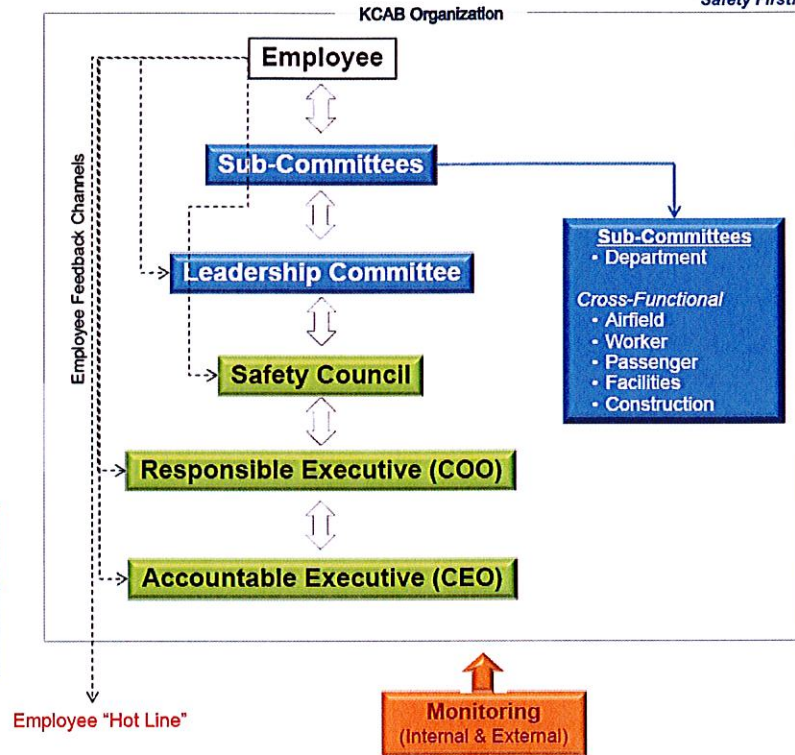
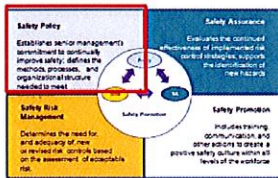
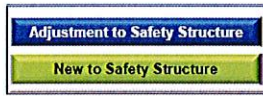
#### **V. Adjournment**

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.