

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**May 19, 2021**

**Facilitator: Adam Kressler**

**Scribe: Nancy Hill**

**I. Call to order**

Adam Kressler called to order the regular meeting of the Passenger Safety Subcommittee at 9:44 a.m. on May 19, 2021, via Conference Call.

**II. Roll call**

**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**

**Safety**

Adam Kressler shared the following:

**Emergency Response Plan**

Please be aware of the emergency response procedures, especially the severe weather shelter and evacuation plan section and the airline shelter and evacuation checklist. The web app can be downloaded on your phone. The link for this is: <https://kenton-61e56.firebaseio.com/>

**Masks Mandates**

- Current federal requirements mandate masks in and on the airport for both travelers and employees remain in effect. FIDS, signs, and signage out front will be updated to reflect this. Please let Adam know of any issues or how we may support you.

**Increase in Construction Areas**

- With changes to the inbound bags, t drives, area around concourse A is very busy. Please be cautious in these areas.

**Operations**

Hannah Meredith advised of the following:

- Removal and replacement of the jet bridge at gate A4 will start on May 24<sup>th</sup>. Reminded everyone to not cut through the A4 area, please use the designated lane. Please be sure to keep the area clear. Construction will run through the end of the month.

- If you are having issues with the new FIDS System, please let our IT department know. Bag Claims 3 and 4 are closed for repair, we are operating on Bag Claims 1 and 2. Claim 1 is Trego Dugan, Menzies, and American. Claim 2 is Delta and Southwest. Please ensure that your flights on the screen are going to the correct claim.
- Alaska Airlines starts service May 20<sup>th</sup>. They will be operating on the east side of Ticketing and will be departing out of gate A7.

**V. Adjournment**

Adam Kressler adjourned the meeting at 9:52 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Adam Kressler

# 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.**

