

**CVG Airport Authority  
CVG Security Action Meeting (SAMS) Minutes  
September 20th, 2023**

**Facilitator: Wendi Orlando**

**Scribe: Ashley Cooper**

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**Call to Order and Introductory Remarks**

The regular [in person] meeting of the Passenger Safety Subcommittee was called to order on September 20th, 2023, at 9:30 a.m. by Meleia Michels, CVGAA. Meleia Michels, CVGAA, reviewed all open items from the action item list, via prepared PowerPoint. Meleia also provided group reminders, including the scope and purpose of this meeting, described within the 'Passenger Safety Committee Charter'.

**New Business [As stated below]**

**Security**

CVGAA -Chris Heitzman provided the following updates and reminders:

- Aviation Employee Screening – Please inform your team members that 100% employee screening is planned to tentatively begin Monday, September 25th, but soon after if that date passes. As a result, all employees should be aware that these screening processes are not optional, but a required mandate. These [continuous, random] screening procedures will be performed by ACTS at any access point at any given time, for both sterile and secure areas. A prohibited items list will be finalized by CVGAA for secured area access points, while sterile areas will follow the federal TSA guidelines as published. Final details include the continues process of hiring and training the screening personnel.
- Security mindset- Provided a reminder to encourage peers to stay alert and ask questions when indicators and behavior is beyond the normal. If you see something, say something and “challenge” them. Lastly, Heitzman served a standing reminder to continue safe driving habits when moving on the ramp.
- Badging office system- Months forward from today, there is a potential new badging management system that may take place and assist digitizing current process. If the contract is picked up, employees may see badging kiosks around campus in the later future. Currently, there are no dates or concrete plans in place.
- Aviation Security Drill - taking place on October 5th, 2023, at 9am at the CVG Centre in conference room C&D. More details to follow, reach out if interested.

TSA – Kevin Coomer and Jim Aasen

- Provided similar remarks that if you see something, say something and “challenge” the individual in question - Ask the individual to show their badge.
- Secure all doors and access points behind you to prevent piggybacking or unauthorized entry. With proper SIDA training, you do become individually responsible and accountable for an access point when moving through it.

CPB

- No attendance or comments.

**Safety & Customer Service**

CVGAA - Wendi Orlando provided the following information and updates:

- FOD – especially within hot weather, there is a continuation of water bottles and other types of waste that are not being properly disposed of. Please be aware of the following FOD walks that are to be places on the calendar as well.
- Emergency stop on conveyances– Remind all your employees where the emergency stop button is on conveyances and that in the event a situation occurs, to stop the conveyance and call for assistance and response. Never assume that someone has already reported the incident, call anyway.

- Project phases changes- Continue to keep an eye on potential hazards, such as spills, dust clouds, cords. Always call x777 to report and wait for appropriate direction if any is needed.
- Honor Flight- With great assistance from many groups and positive feedback after utilizing a new venue for the ceremonies, thank you for all the help provided. We are currently looking for new potential crowd control options to improve the experience with stanchions and other potential barriers/processes. Will follow the similar, if not the same, pattern for the next honor flight approaching on October 17th, 2023.
- Seasonal Decor- Decoration Installation is set to occur on November 14th and 15th. Foam snowflakes will be replaced in lieu of the ceiling ornaments used in previous years.
- Lift Event and Circle Tales – We are currently in search for any airline partners willing to participate in one of these two events. The Lift Event provides opportunity for families with members on the spectrum to explore the travel ribbon, including processes at the check in counter, screening area, and on the aircraft itself. While there is preferable for the aircraft to be able to taxi out and back to the gate, it is not necessary. Circle Tales would require aircraft access for around 20 handlers and their K9s to explore the seating space in front of them.
- Wheelchair User Panel- This discussion-based event is now postponed until further notice. It may become virtual or in person. More details to follow.
- Lost and found- Reminder for all personnel, specifically airline and concession tenants, to continue to turn in any found items sooner rather than later. It is more sufficient to turn in found within the next day or two of acquiring the item. The department is currently finishing logistics to start use of afterhours access to lockers that will allow for passengers to retrieve their lost items.

### **Terminal Operations**

CVGAA – Meleia Michels noted the following project updates:

- Concourse B Apron Rehabilitation Project- currently progressing through phase 9, resulting in a closure of gates B5, B7, and B9 through October 19th, 2023.
- Passenger Boarding Bridge Replacement Project- currently progressing through phase 1, resulting in a closure of gates B10, B25 through September 27th, 2023.
- Project touchups- As many projects are changing phases and nearing completion, project ‘touchups’ may take place in the near future, potentially causing minimal to no operational impact. Meleia Michels, Kristin Rice, or another member from the CX group may reach out for scheduling accommodations.
- Exit Lane Project- The first phase of this project is schedule is scheduled to end in November 2023, followed by consecutive phases 2 and 3 to follow and end through February 2024. This will provide an automated exit lane process.
- Concourse A Smoking Area – An operations memorandum has been sent out, communicating that the smoking area has been shrunk to allow for walking traffic and increase effective movement below wing. Please note that this area is not for motor vehicle traffic.
- Csinfo Site – Available for all CVGAA and tenants to access all Operation Memorandums, Operational Plans, and other documents. You can access the site here: <https://csinfo.cvgairport.com/>.
- Concessions – Cork and Bottle opened on September 13th, 2023. Wendy’s opened today, September 20th, 2023. Skyline Is tentatively scheduled to open in October 2023. Smash Burger will be out of service and closed at the end of September, the space will be closed through October, and will reopen as Frisch’s in November.

### **Other Advisories**

CVGAA – Casey Kinosz

- Csinfo Site– this site also serves to meet the requirement for individuals requiring access to emergency, snow, and other circumstantial plans. Please ensure your appropriate members know how to access and to periodically review as needed. Csinfo also has “Event Notifications” posted at the top of the page. This covers both internal and external campus projects that surround campus and may cause potential impacts.

CVGAA – Kenny Losekamp

- Gives much thanks and appreciation for all the coordination and support between groups. Invites anyone to reach out to him for potential participation in any future exercises.

CVGAA- David Ortwein

- Giving a friendly reminder for all tenants to put child/infant car seats into a tub for any movement throughout the system, as they can also cause belt damage or jams.

### **Adjournment**

The regular meeting of the Passenger Safety Subcommittee was adjourned on September 20th, 2023,  
at 10:15a.m. by Meleia Michels, CVGAA.

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Minutes were submitted by Ashley Cooper.

Minutes were approved by Wendi Orlando and Meleia Michels.

*The Passenger Safety Committee Charter and KCAB Safety Structure Diagram is now available on the csinfo site where all archived meeting minutes are housed – “SAMS and Passenger Safety Subcommittee”.*