

**Kenton County Airport Board**  
**External Passenger Safety Meeting Minutes**  
**May 18, 2016**

Facilitator: Wendi Orlando

Scribe: Nancy Hill

**I. Call to order**

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:50 a.m. on May 18, 2016 at Concourse A, A-1 meeting room.

**II. Roll call**

**ATA Security Meeting Sign In Sheet**  
**May 18, 2016**

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Ed Woods	DELTA/Delta JETS	
WENDI ORLANDO	KCAB	
Nancy Hill	KCAB	
Steven Schmiedt	KCAB	sschmidt@cvgairport.com
Edward Town	Allegiant Air	
Connie Winstell	Simplicity	
Barry ERLB	DELTA	
Stephen Saunders	KCAB	
Tom Reichtol	TSA	
Ryan Sexbert	TDIA	
Kerry Herman	TSA	
Bob Broadwick	FedEx	
Michael Hutz	DHL	

**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**

a) Wendi Orlando reminded group if witnessing children playing on the escalators to please say something. Also, advise passengers when travelling with children in strollers to use the elevator.

b) Stephen Saunders advised of the following:

##### Tornado Warning/Severe Weather

- Airline Personnel will evacuate all gate area, aircraft and work areas. Will assist passengers to the lowest level. One representative should remain at the information booth in your respective Concourse to coordinate with First Responders. All other concession, TSA, and CBP Personnel will evacuate and assist passengers/patrons to the lowest level. Any badged personnel will stage at the top and bottom of the escalators. Concourse B should move away from skylight area in the tunnel towards Concourse A, Concourse A should move towards the Terminal, Terminal Security should allow clear customers to proceed down the escalators towards the Terminal train and towards Concourse A. Able bodied personnel and passengers should relocate to the tunnel. Non able-bodied personnel and passengers (wheelchair or other assistive device) should relocate to the nearest restroom marked as a severe weather shelter. Do not call the ACC unless it is an emergency, the ACC operates in a 911 capacity and must give priority to emergency services under this severe weather condition.

##### Fire Alarms

- The fire alarm systems in Concourse A and Concourse B are assigned zones. If one fire monitoring device is activated, only that portion of the building where the device is located will have warning horns and strobes flashing. Airline, Concession, and Tenant personnel shall evacuate and direct passengers to evacuate to a portion of the building where the alarms are not activated. The fire alarm system in the Terminal is not zoned. If a fire monitoring device is activated the entire building will be alerted via horns and strobes. All personnel shall then evacuate and direct passengers to evacuate the building, following the posted emergency exit signage.

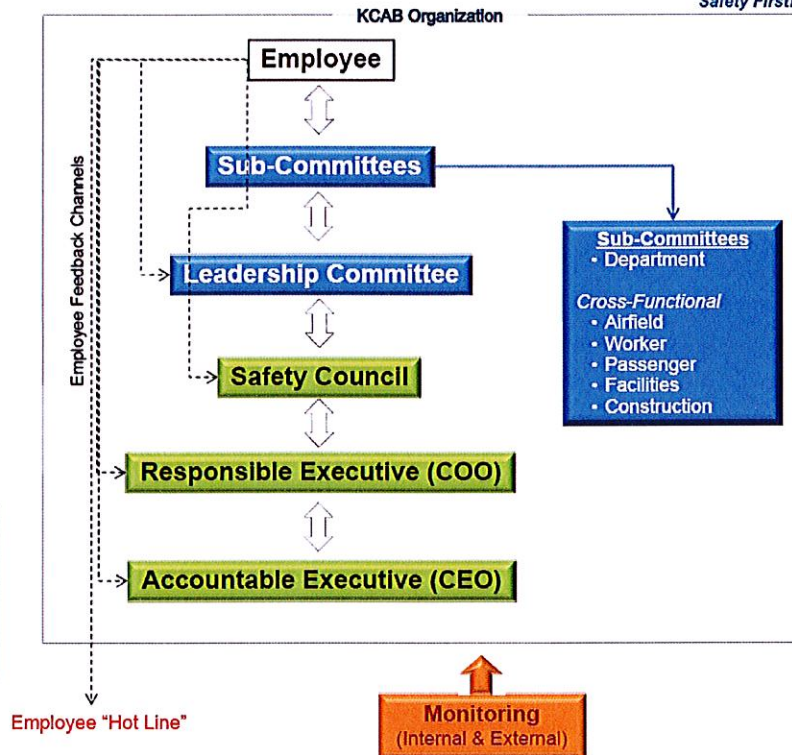
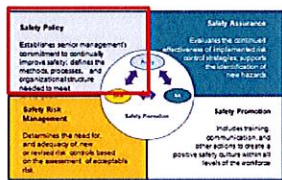
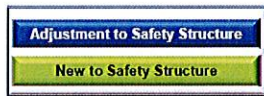
#### **V. Adjournment**

Wendi Orlando adjourned the meeting at 10:00 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.**