

Kenton County Airport Board

External Passenger Safety Meeting Minutes

January 16, 2019

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:44 a.m. on January 16, 2019, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet January 16, 2019

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dccameron@cvgairport.com
Christy Blackburn	Delta	Christy.C.Blackburn@delta.com
Bob Doyle	Delta CVL	Robert.S.Doyle@delta.com
Dustin Cooper	Delta ALPA	Andrew.Cooper@ALPA.org
Perc Faulkner	Delta	Perc.Faulkner@delta.com
Mary Ernst	Munich VA	Mary.Ernst@munichva.com
BOB HALL	UNITED	
Aaron Henline	IDS	aaronh@idsllc.aero
Tracy Kleinhenz	Allegiant	tracy.kleinhenz@allegiantair.com
Tom Becato	TSA	TOM.BECATO@tsa.dhs.gov
Hannah Meredith	KCAB	
Mark Dumas	KCAB	mdumas@cvgairport.com
Village Teague	KCAB	
Nancy Hill	KCAB	
Wendi Orlando	KCAB	

Juan Pablo Vargas	AMA 2 on	J.P.Vargas@ama2on.com
Robert Broderick	Fedex	
Rod Cloud	CBP	Rod.CLOUD@CBP.dhs.gov
Toshua Shorr	CBP	Toshua.Shorr@cbp.dhs.gov
Jessie Ahrens	KCAB	
Michael Barton	Delta	
Will Smith	TREB - OUCAR	
Justin Jordan	Southwest	
Gray Rice	Frontier	

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

Wendi Orlando discussed the following:

- Winter Ops – When calls are scheduled, your participation is necessary in order to share pertinent information. Please have a designee if you are unable to join the call. If you need to add anyone to the distribution list, contact Wendi and Adam.
- Watch for refreeze after a weather event. NAC is available in the breezeways to put down.
- Reminded group that carrier/operators are responsible for snow removal from the gate to the ramp road. Please push snow out towards the ramp road and please pick up any chocks, cones, and other equipment from the ramp area.
- Loading bridge stairs are carriers' responsibility.
- Informed group of a loading bridge collapse at another airport due to weight distribution, advised not to store anything in the cabs.

Hannah Meredith discussed the following:

- Please refrain from using any airport equipment. However, if you or any of your employees do notice that any airport equipment is broken (i.e. water hose is leaking) please call 7777.
- Construction on the ramp is coming in the spring. Josh Mann will be speaking on this topic soon. Concourse A rehab on Gates 6, 8, 10, and 12 begin in April. United Airlines will relocate to the south side. More information will be coming.

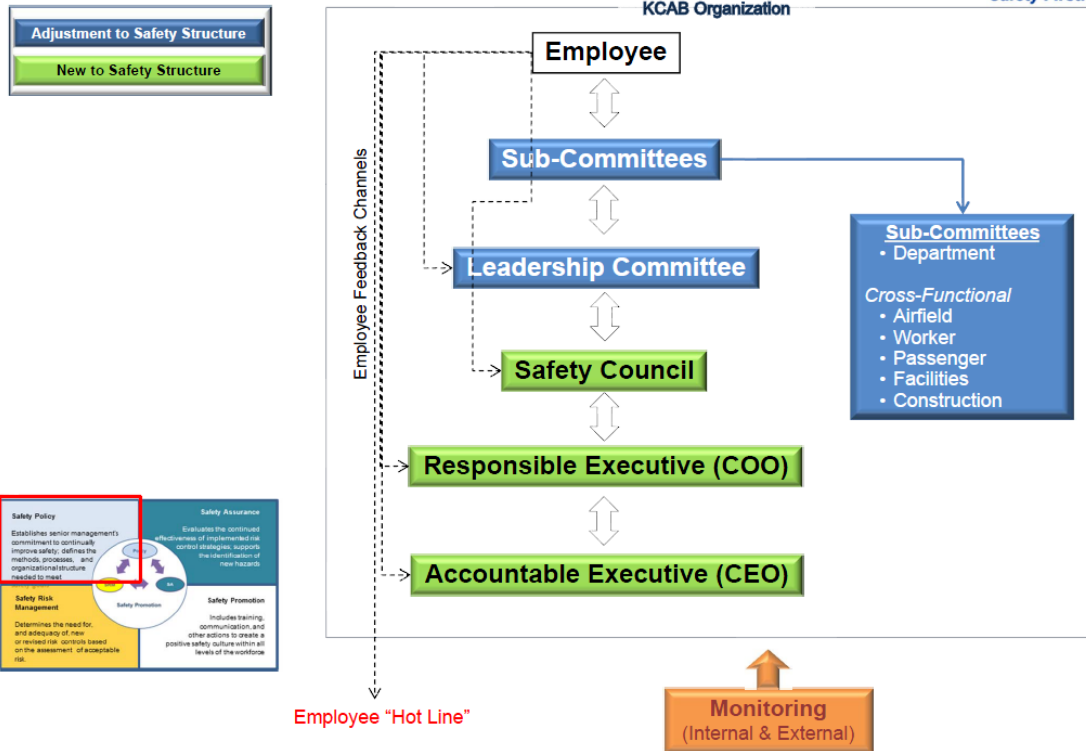
V. Adjournment

Wendi Orlando adjourned the meeting at 9:55 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.

