

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

September 16, 2015

Facilitator: Brian Cobb

Scribe: Nancy Hill

### I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:38 a.m. on September 16, 2015 at Concourse A, A-1 meeting room.

### II. Roll call

#### ATA Security Meeting Sign In Sheet September 16, 2015

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
BOB HALL	UNITED	
Connie Wastell	Simplicity	Connie.Wastell@simplicitygroup.co
Bruce Edwards	DELTA	
Seth Constition	KCAB	sconstition@cvgairport.com
Ed Woods	DELTA PRIVATE JETS	
Ed Loefer	TSA	
DeAlice Moore	KCAB	dmoore@cvgairport.com
Ryan Seibert	Trego Dugan	
Will Smith	AA	
Shirley Hani	Airport Police	
Susan Breed	FedEx	Susan.breed@fedex.com
Bob Biedscheid	"	
Brian Cobb		
Stephen Saunders		

### 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) BC reminded group that trash needs to be emptied and ramp areas cleaned more often. This prevents cycle of life issues with insects leading to birds leading to larger predators. BC added that FOD is still an ongoing challenge; dumpster lids left open could impact aircrafts if trash is blown out, cooling vents could also be affected.
- b) Parking at A. Tenants are not following where to park, not following stop signs, etc. Please park in appropriate areas. PD will be stepping up patrols and issuing citations. Facilities improved concession barricade lay out without compromising aircraft parking.
- c) Please observe/practice safety around A4-A6 Breezeway
- d) Overview of Admin move – Relocating to 77 Comair Blvd. ID relocating to same facility. BC to issue ops memo. Upon move, employees will be restricted from entering Terminals 1 and 2.
- e) Construction continuing at South Airfield, tunnel to reopen in mid-October. Anticipated that Ultimate Jet will relocate to the Jet Center shortly thereafter.
- f) Shawn Ward advised of active shooter classes being held.

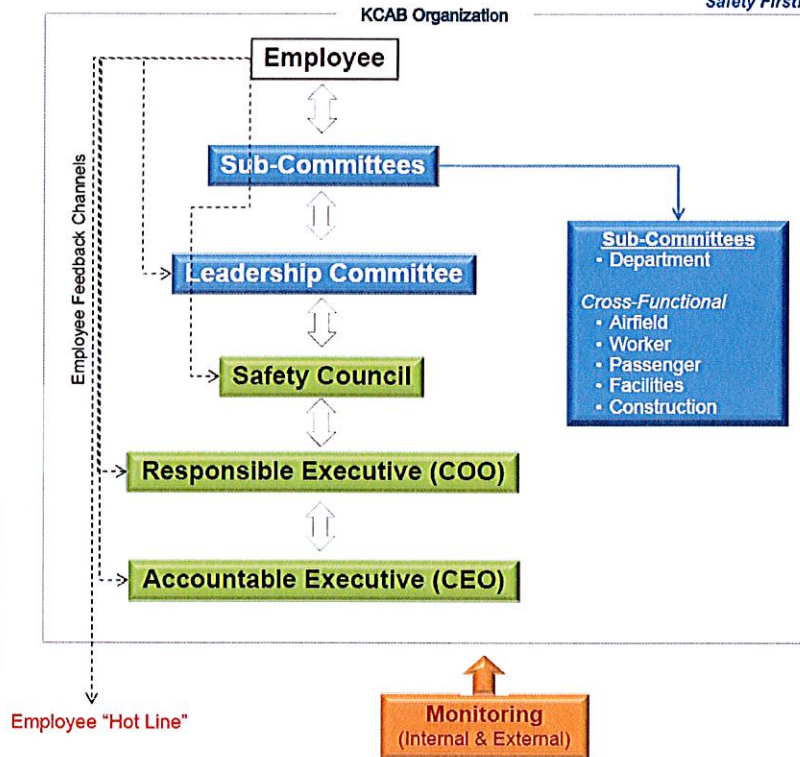
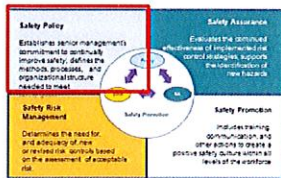
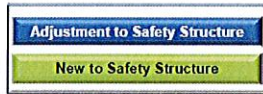
#### **V. Adjournment**

Brian Cobb adjourned the meeting at 9:50 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Brian Cobb

# 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.