

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

August 17, 2016

Facilitator: Brian Cobb

Scribe: Nancy Hill

### I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:44 a.m. on August 17, 2016 at Concourse A, A-1 meeting room.

### II. Roll call

## ATA Security Meeting Sign In Sheet

August 17, 2016

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Kevin Comer	TSA	
Mike Smith	Bravo (AA)	
Connie Wasten	Simplicity	
KERRY RYLE	TREGO-DUGAN	
Kerry Herman	Trego-Dugan	
Edward Toon	Allegiant Air	
Shawn Wind	KCAB-Airport Police	
BARRY ERB	DELTA	
Earl Lauer	FALLS	
JIM AASEN	TSA	
Bob Brodzick	FEDEX	
Stephen Saunders	KCAB	
Nancy Hill	KCAB	
Brian Cobb	KCAB	
Byron Buckman	KCAB SSC	
BOB HALL	UNITED	

### 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**

Brian Cobb and Byron Burkhardt advised the following:

- a) Conveyance Safety. If witnessing children playing on the escalators/moving walkways, say something.
  - There have been instances of children getting their shoes stuck in the escalators.
  - Advise passengers when travelling with children in strollers to use the elevators.
- b) Byron reminded group to please keep dumpster lids closed and areas clean.
- c) Byron advised updates to manuals will be coming out and can be found on the KCAB Sharepoint. Aircraft taxi procedure updates before October.

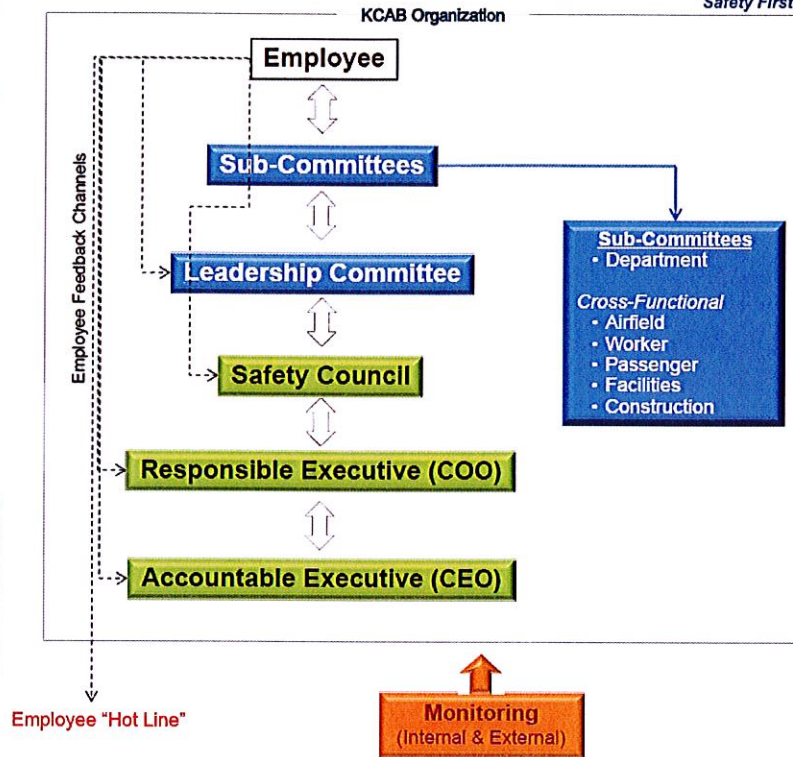
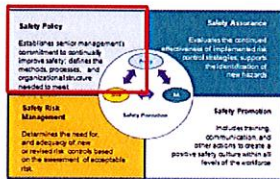
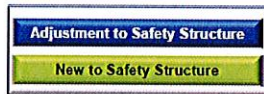
#### **V. Adjournment**

Brian Cobb adjourned the meeting at 9:54 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.**