

**Kenton County Airport Board**  
**External Passenger Safety Meeting Minutes**  
**November 19, 2014**

**Facilitator: Brian Cobb**

**Scribe: Nancy Hill**

**I. Call to order**

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:43 a.m. on November 19, 2014 in the KCAB Board Room.

**II. Roll call**

**ATA Security Meeting Sign In Sheet**  
**November 19, 2014**

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
GREG KUHN	DELTA	
Ray Williams	TSA	
Shawn Ward	Airport Police	
Ryan Seibert	Troop Dugan	
Rich Gillespie	CBP	
STEVE THOMPSON	CBP	
Ed Woods	TEXAS PRIVATE JETS	
Brian Cobb	KCAB	
Nancy Hill	KCAB	
Stephen Saunders	KCAB	
Will Smith	Envoy / AMERICAN	
JIM AASEN	TSA	
Tom Reichtel	TSA	

**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 informed group that the baggage system project will be complete by the end of June.
- b) Ramp cleaning – BC reminded carriers to maintain clear ramp during inclement conditions up to ramp road, KCAB will assist with plowing gates in extreme conditions.
- c) BC reminded operators to close exterior doors and roll-ups to prevent extreme cold from freezing pipes.
- d) Holiday decorations will be installed November 19<sup>th</sup> – 21<sup>st</sup> – interior and exterior.

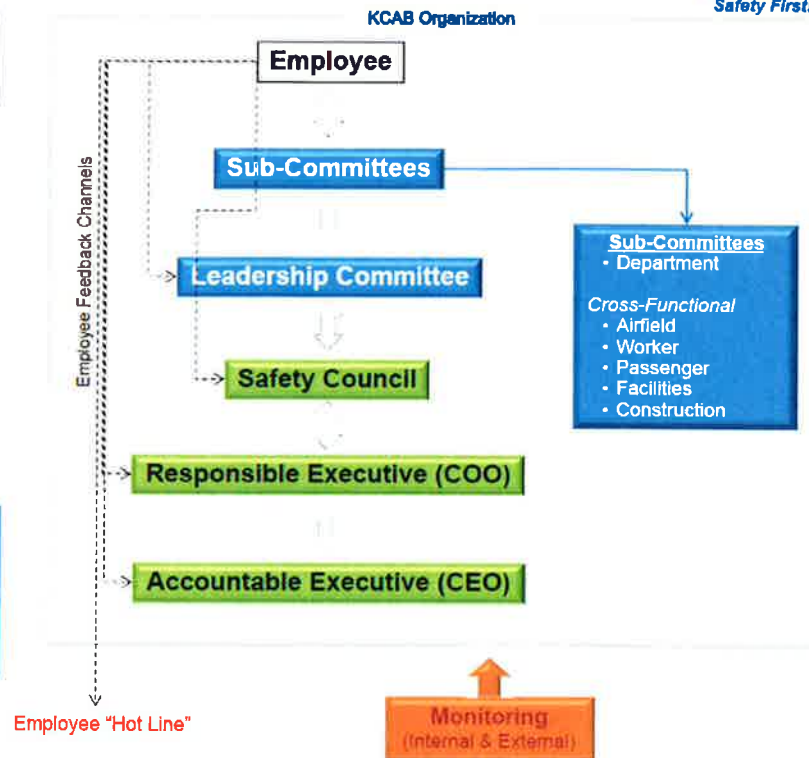
**V. Adjournment**

Brian Cobb adjourned the meeting at 9:58 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.