

**CVG Airport Authority**  
**CVG Security Action Meeting (SAMS) Minutes**  
**January 17<sup>th</sup>, 2024**

**Facilitator: Meleia Michels**  
**Scribe: Amanda Collins**

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**Call to Order and Introductory Remarks**

The regular [in person] meeting of the Passenger Safety Subcommittee was called to order on January 17<sup>th</sup>, at 9:33 a.m. by Meleia Michels, CVGAA. Meleia Michels, CVGAA, reviewed all open items from the action item list, via prepared PowerPoint. Meleia also provided group reminders, including the scope and purpose of this meeting, described within the 'Passenger Safety Committee Charter.'

**New Business [As stated below]**

**Safety & Customer Service**

CVGAA – Meleia Michels provided the following information and updates:

- Please remind your team with the cold temperatures, to be properly outfitted while outside and taking breaks inside as needed. This will help to ensure their safety on and around the ramp areas.
- Please make certain you are receiving Everbridge notifications for updates on winter weather. If you are not receiving and would like to receive the Everbridge notifications, please contact me direct or email so you can be added for future weather updates.
- As previously discussed, the yellow FOD cans have been distributed on the ramp. These will be the designated ones used for FOD. The Airport Authority is responsible for emptying the cans, with service 3 days a week.
- The next FOD walk is scheduled for next Wednesday @ 10:00a.m. on January 24<sup>th</sup>, 2024, on Concourse B.
- There has been a slight increase in some incident reports relating to property damages. Please make certain that we are reporting any property damage or other incidents to the AOC when they happen, so they are properly documented. Please continue to contact 911 for any emergency incidents.
- Requests were sent to the airline partners last week in reference to their FAC, *Family Assistance Center* information. We need this information documented in our own records for emergency planning. Please have these sent in by the end of the day, Friday, January 19, 2024.

CVGAA – Todd Dodson

- 2023 incident reports have been closed out with the majority of those being property damage related. So far in 2024, we have 17 reports with all but 3 involving property damage. Remind your teams to be careful out there and if any damage, to make certain this is reported when it happens.

**Terminal Operations**

CVGAA – Meleia Michels noted the following project updates:

- Apron Rehab Project in Concourse B has been closed out. All punch lists in relation to this should be closed out as well.
- Passenger Boarding Bridge Replacement, entering the beginning of Phase 2 of the project. Phase 2 will begin on Concourse B starting February 5<sup>th</sup>, 2024. The first bridges affected are B9 & B24 with completion date of March 1, 2024.
- An Operations Memorandum will be sent out to our airline partners for the Passenger Boarding Bridge Replacement Project updating the timeline and adjustment of bridge usage as needed.
- The Exit Lane Project continues to be ongoing and is scheduled to be completed in the next few weeks. The employee screening areas has been moved from the right side to the left. The new sallyport door is operational with access to that area by swiping and inputting your pin number.

- Reminding of all the resources on our *csinfo* site. This is a great resource for all sorts of documents involving the entire airport campus. One to point out for passenger traffic flow is the Monday report. This report is updated every week with the scheduled operation number per day as well as operations per hour and seats available.
- The *csinfo* site lists all the current projects on the airport campus, their event locations, and any Operations Memos you may be missing or updates that have been distributed. Just reminding this site is a good reference, with access through a QR code.

CVGAA – Carlos Ruiz

- A Parking Garage change will be coming March 1, 2024, for VIP card holders. We are moving the VIP card access to the Terminal1 garage, next to the CONRAC. This will impact concession managers, airline managers and some contractors. This area requires badge access, so our department is working with the ID Office to include this area for the VIP card holders. There are currently over 700 parking spaces available, with minimal blocking for rental cars and valet overflow but this should alleviate the challenges in finding a spot due to the capacity issues and constraints. This area is not currently ADA compliant but are working on this to be available when the change takes effect. Remind employees that all spots in this area are first come first serve basis. If any questions, please contact our Parking Department or Meleia Michels.

CVGAA – Matt Houston

- Quick reminder on the potable water cabinets during the current freezing, to do what you can on your side. Due to significant number of issues, we are currently checking these once per shift for freezing and making certain they are heating properly. If your team suspects any issues please contact us, we are happy to come over and resolve instead of waiting to see if something happens.

### **Adjournment**

The regular meeting of the Passenger Safety Subcommittee was adjourned on December 20, 2023, at 09:46 a.m. by Meleia Michels, CVGAA.

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Minutes were submitted by Amanda Collins.

Minutes were approved by Meleia Michels.

*The Passenger Safety Committee Charter and KCAB Safety Structure Diagram is now available on the csinfo site where all archived meeting minutes are housed – “SAMS and Passenger Safety Subcommittee.”*