

Kenton County Airport Board

External Passenger Safety Meeting Minutes

November 18, 2015

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:38 a.m. on November 18, 2015 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet

November 18, 2015

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Anthony Young	DHL	Anthony.Young@DHL.com
Soth Constan	KCAB	
Bryan Burkhardt	KCAB SSC	bburkhardt@cvgairport.com
Beth Burks	ERP	Beth.A.Burks@cbp.dhs.gov
Barry Erb	DELTA	
Al Cardenas	Delta	alfonso.l.cardenas@delta.com
Ryan Seibert	TDA	
CHUCK LEVATLEY	DELTA	
Corynn Wastell	Simplicity	
Ed Coover	FACS	
JAMES HANSEN	TSA	
Kevin Coover	TSA	
Mark Guest	TSA	
Stephene Saunders	KCAB	
Wendi Orlando	KCAB	
Nancy Hill	KCAB	

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) Seth Constien reminded group that trash needs to be emptied and dumpster lids need to be kept closed. This prevents cycle of life issues with insects leading to birds leading to larger predators. Dumpster lids left open could impact aircraft if trash is blown out, cooling vents could also be affected.
- b) SC informed group there are multiple construction sights going on, please be aware of your surroundings.
- c) Byron Burkhart advised with winter approaching to please call 7777 to report any safety concerns.

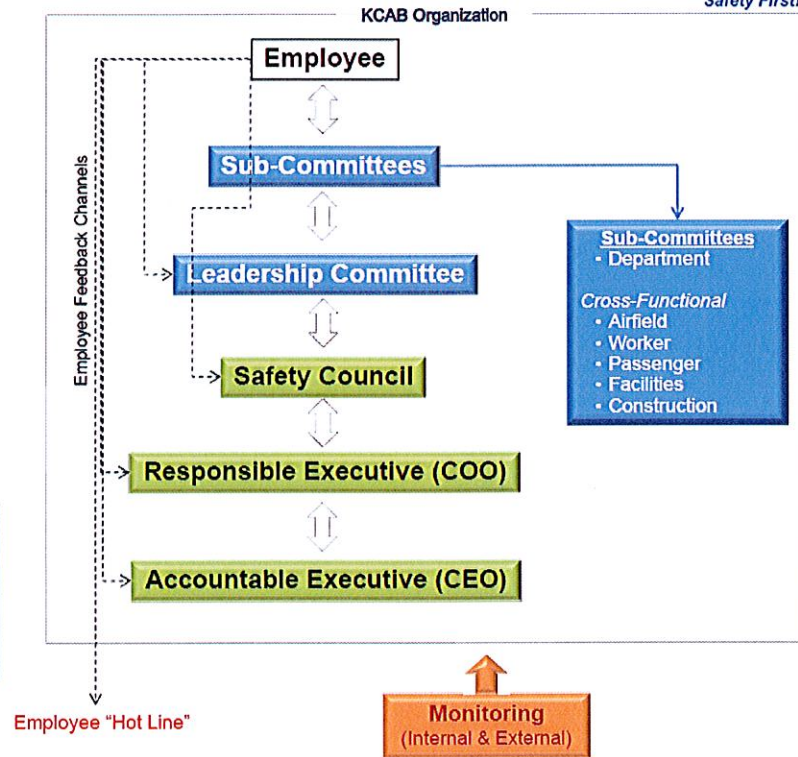
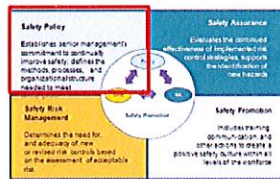
V. Adjournment

Wendi Orlando adjourned the meeting at 9:54 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 |
|------------|-------|

Other Key Participants/ Subject Matter Experts invited, as needed.