

Kenton County Airport Board

External Passenger Safety Meeting Minutes

July 16, 2014

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:48 a.m. in the KCAB Board Room.

II. Roll call

ATA Security Meeting Sign In Sheet July 16, 2014

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
WENDI ORLANDO	KCAB	
BRIAN DELCHER	TSA/FAMS	BRIAN.C.DELCHER@OLE.TSA.DHS.GOV
ED WOODS	DELTA PRIVATE-JET	
BRIAN HOULLISON	KCAB	
GREG KUHN	DELTA	
TERRY HYNES	TSA	
Robert Rouland	TSA	
LONNIE BODEN	DELTA	
Nancy Hill	KCAB	
Stephen Saunders	KCAB	
JIM HAYEN	TSA	
SCOTT SCHWARTZ	APD	
Bob Broderick	FED EX	
Amy Scott	Tregadugan	amy.s.tregadugan@gmail.com
Brian Carr	KCAB	
CHUCK LEVINE	DELTA	
RE Wright	Piedmont	ROB.WRIGHT@CSAIRWAYS.COM
Kay Williams	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) Wendi advised group that roof project is finished in Terminal, roof in A - hardwork starting Monday, 7/21 – beginning far east end.
- b) WO informed group that the audibles for the moving walkways are complete and walkways are up and running.
- c) WO advised the cooling tower project will be complete by the end of July.
- d) FAA ADA conducted an onsite visit June 23-25. The onsite visit went extremely well and they were very complimentary of CVG staff and concessions.
- e) WO informed group emergency number stickers have been handed out, more printing is underway and will be distributed to tenants and TSA.
- f) Trego Dugan advised of a loose piece of metal on a loading belt – Airport to address

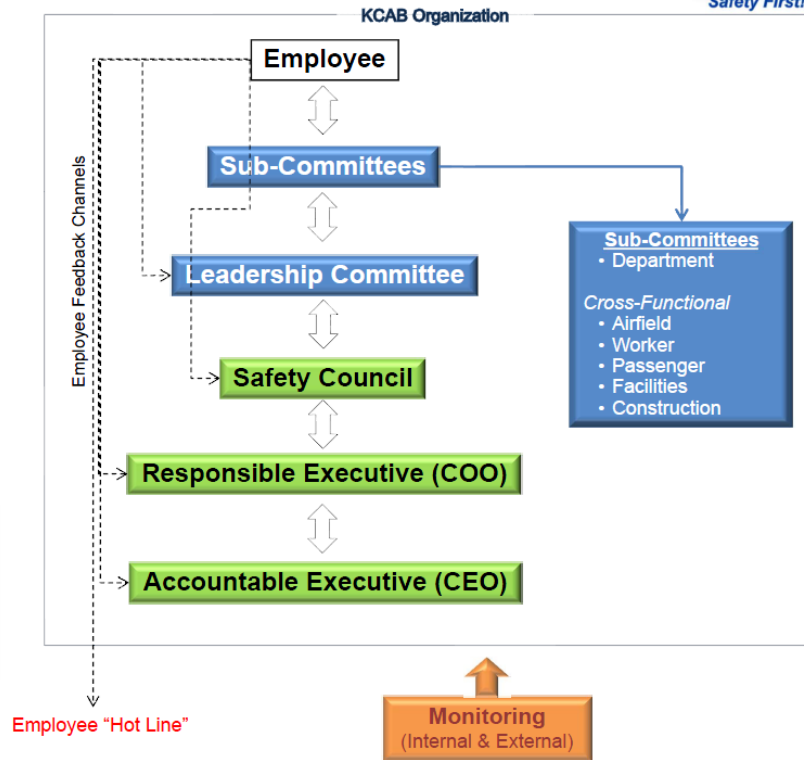
V. Adjournment

Wendi Orlando adjourned the meeting at 9:56 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.