

Kenton County Airport Board

External Passenger Safety Meeting Minutes

December 16, 2015

Facilitator: Brian Cobb

Scribe: Brian Cobb

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:38 a.m. on December 16, 2015 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet

December 16, 2015

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
BOB HALL	UNITED	BOB.HALL@UNITED.COM
Connie Wastell	Simplicity	Connie.Wastell@simplicity.com
Will Smith	ENTER AIR	Will.Smith@enterair.com
Bob Brubaker	Fedex	
Keith Conston	KCAB	keithconston@cvgairport.com
Dylan Burkhardt	KCAB	dburkhardt@cvgairport.com
Travis Kenson	KCAB	travis.kenson@cvgairport.com
Ray Walsh	KCAB	rwalsh@cvgairport.com
Shawn Hall	KCAB	
Wendi Orlando	KCAB-CS	worlando@cvgairport.com
Edward Toon	Allegiant Air	Edward.Toon@allegiantair.com
Ryan Seibert	Allegiant Air	
Rich Gillespie	CRJ	Richard.Gillespie@cllis.gov
JAMES LAWRENCE	TESA	james.lawrence@tesa.com
Tom Reckert	BA	
Tim Cantrell	ISA	timothy.cantrell@cllis.gov
Barry Erb	DELTA	
GREG KUHN	DELTA	
CHUCK LEVANEY	DELTA	CHUCK.LEVANEY@DELTA.COM
Stephen Saunders	KCAB	
Brian Cobb	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) Shawn Ward informed group of Active Shooter training offer, Winter Ops and FOD
b) Byron Burkhart advised of filming for SIDA. Airport Certification Manual can be found on the Sharepoint sight, includes snow/ice, airport emergencies
c) Digital Notam Manager Transition
d) BC advised:

Airport Cert.

- Embedded Agreements
- Low Visibility
- Airfield access LOA

Media Related

- Drone Registration
- Christmas laser lights

- e) Seth Constien informed group of the following:

Construction

- Halo EMP lightning protection out to service road
- Carrier/operator decision on how

Ramp Driving

- Near Miss
- AC Hard stop

SC reminded if you see any safety hazards to please advise 7777.

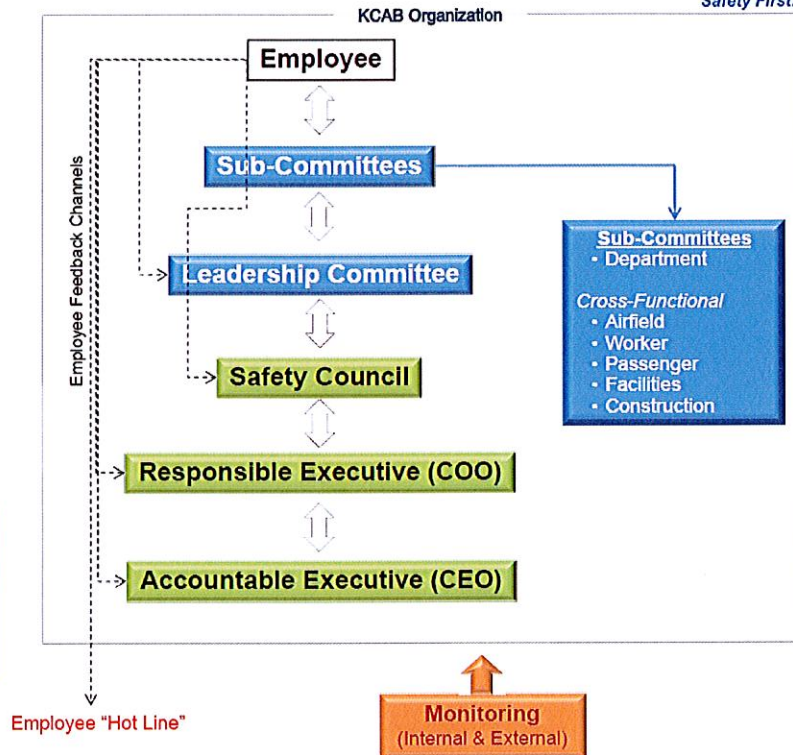
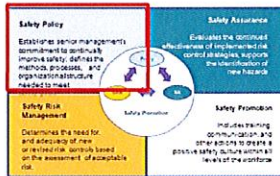
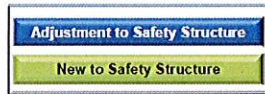
V. Adjournment

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.