

Kenton County Airport Board
External Passenger Safety Meeting Minutes
April 14, 2023

Facilitator: Wendi Orlando

Scribe: Amanda Collins

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:33 a.m. on April 14, 2023, via Conference Call.

II. Roll call

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

Safety

Wendi Orlando shared the following:

- Please remain cognizant of wheelchairs, carts and strollers on the walkways. If you are able, direct passengers to the elevators and off the moving walkway with these items.
- Touching back on FOD, please properly close dumpster doors after use to keep down on high winds pulling debris out of containers.
- Be mindful of the construction in surrounding areas with _____ being taken out of service for state inspections, stay up to date and share with your team the rolling schedule of inspections (escalators/elevators), over all safety awareness in the concourses and ramp areas.

Other Advisories

- Casey Kinosz advised of the following:
- Concourse B FOD walk, is scheduled for April 26 @ 1000, meet at B6.
- Concourse A FOD walk is scheduled for April 28 @ 1000, meet at A4.
- Reminder the more people we have involved the quicker we can get this done. The weather is cooperating with temperatures in the 60's and 70's as opposed to 30's, really asking for the airlines help to assist.
- Doing a push internally, ERP app, QR codes in gate areas, a link is available, gives back information to tenants on how to respond in specific emergency situations, this app is a great way to get involved to get information 24/7
- Everbridge, audit/outreach to the different tenant groups to get the correct individuals for notifications.
- Todd Bahlau advised of the following:
- T drive, continuing to see tugs going too fast, coming into the shoot and making that first turn, if people are working in the area, may not have enough time to stop, remind the workers to slow down to prevent injuries and damage.
- Matt Gabbert advised the following:
- There will be a company coming to resurface the T Drive area within the next 30-60 days, should not be too much but possible delays, just to improve the friction of the roadway in the area, sometime in the next couple months.
- Jim Baker advised the following:
- Reminder that jet tugs cannot be driven in the Delta main tunnel nor the area of B Concourse 23-25 because of the tunnels running underneath the roadways, do not drive jet tugs through.
- Lateea Houston advised the following:
- Remind our team, when driving through and dropping items in the T Drive to turn off the tugs, since the curtains are still up the fumes are getting trapped in the area, please just turn off the tugs.

Operations

Meleia Michels advised of the following:

- Moving into Phase 4 of the Concourse B Apron Rehabilitation Project, starting toward the end of next week. This phase will close gates B18, B20 & B22. We will also reopen B12, B14 and B16.
- Stakeholder meeting was held April 18th. If you are wanting any information or notes, please reach out after this meeting. An operations memorandum will be sent out prior to the actual start date.
- Starting the last of three elevators outages, you should have received general notices regarding the outages. This last one will be in Concourse B Hub and will begin on April 20th from 12 a.m. for about 2-3 hours for weight testing.
- Smoking operations memorandum has been sent out as a reminder to employees on the campus to only use designated smoking areas, as well as the passenger accessible areas. Please remind employees if using the smoking areas; to dispose of all waste properly in those areas whether in the urns or in different trash bins for non-smoking waste as well. Making sure we keep the campus clean and the spaces around those areas clean as well and not littering the spaces outside of those areas with smoking waste.
- Spring cleaning campus wide target to start April 27th including a lot of our airline partners as well, just finalizing details and will be sending out calendar invite as a reminder. This cleanup is in addition to FOD walks as Casey has scheduled. This is a good opportunity for all to get rid of extra waste and to just cleanup the ramp areas, offices and leased spaces. There will be extra trash receptacles for this event. Also calling attention to the A Concourse Bag Makeup Room, with the FOD and excess trash in that area, there will be additional trash receptacles placed in those spaces for items to be disposed.

Other Advisories:

- Corey Thomas advised the following:
- Service road is wrapping up, some punch list items to finish up, just thank you for all the assistance on this project, your assistance is greatly appreciated.
- Matt Gabbert advised the follow:
- Winter operations is over, asking operations teams to reach out with any suggestions of what worked well and maybe some suggestions of how to improve for next year's season.
- Matt Houston advised the following:
- Reminder of trash being piled in areas where it should not be. If there are questions on dumpster locations, we can provide that information.
- The last two or three weeks we have been noticing a rash of GPU cables being left on the ground and stretched out. If there is an issue with the hoist system, please reach out to #859-767-7777 to advise so we can get those hoists fixed quickly. The cords being left out could cause further damage and possibly leave the GPU out of service.
- Please ensure the Potable Water Cabinets are being taking care of, rolled up neatly, nozzles are not dragging on the ground and the doors are being closed completely.
- Damian Weller advised the following:
- Stakeholder meetings for the Ramp Apron Project will be continuing through October.
- We will be ramping up the information on the Passenger Boarding Bridge Replacement Project that will be starting June 12th with the replacement of nine bridges in the first component and eventually all twenty-eight, progressively. There will be additional information coming out in the next couple of weeks through the stakeholder meetings.
- Be aware, during the Passenger Bridge Replacement Project, there will be painting of fixed bridge components.
- If there are or have been any issues with the Ramp Apron Rehab Project, remember the AOC has the availability through their Operational Impact Notification to advise on every project, allowing ease of reaching out to our department for the PM's. Also, with all the concessions projects in the concourses, please report any issues so we can address items as they are found.

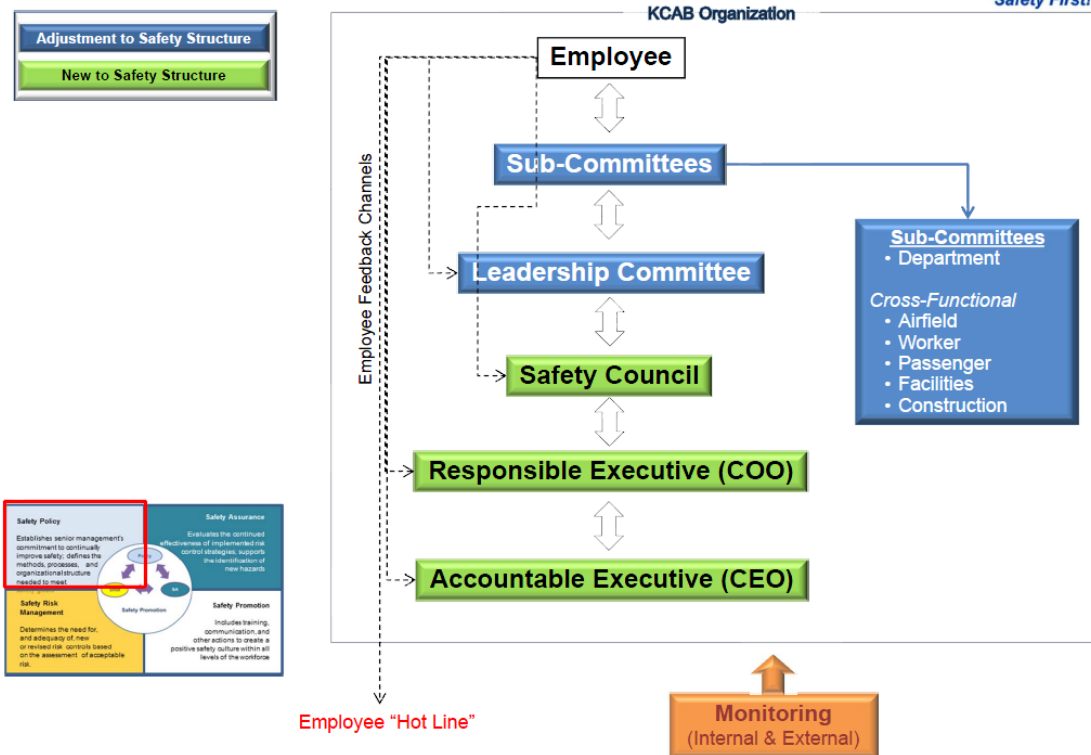
V. Adjournment

Wendi Orlando adjourned the meeting at 9:51 a.m.

Minutes submitted by: Amanda Collins

Minutes approved by: Wendi Orlando and Meleia Michels

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

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| ▪ Facilities Maintenance | ▪ Customer Service: Terminal Operations & Relations |
| ▪ Commercial and Business Development | ▪ Police |
| ▪ Planning and Engineering | ▪ ARFF |

External

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| ▪ Airlines | ▪ TSA |
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Other Key Participants/ Subject Matter Experts invited, as needed.

