

Kenton County Airport Board
External Passenger Safety Meeting Minutes
July 20, 2022

Facilitator: Hannah Meredith

Scribe: Nancy Hill

I. Call to order

Hannah Meredith called to order the regular meeting of the Passenger Safety Subcommittee at 9:35 a.m. on July 20, 2022, 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

Hannah Meredith shared the following:

- Heat advisory is in place. Please encourage frequent water consumption and know the signs of heat exhaustion.
- Reminded airlines to talk with their staff about proper safety response protocol if they witness a fall on a moving conveyance. All employees are expected to utilize the e-stop button and immediately call the Airport Operations Center.

Operations

Hannah Meredith advised of the following:

- Reminded and encouraged airlines to attend the monthly FOD walks at each concourse. They are scheduled by the airport operations department. Calendar reminders are on all the airline manager's calendars. Concourse A FOD walk is scheduled for Friday, 7/22. Concourse B FOD walk is scheduled for Wednesday, 7/27.
- Provided update on East Service Road rehabilitation project. Ramp drivers are encouraged to avoid this road if possible, during the construction phasing.

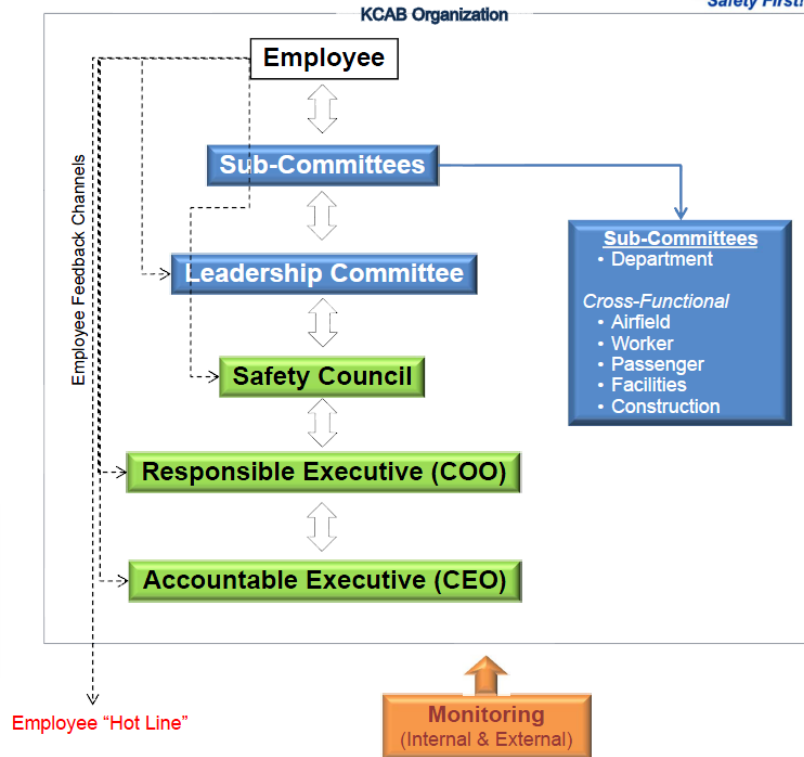
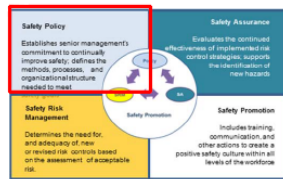
V. Adjournment

Hannah Meredith adjourned the meeting at 9:50 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Hannah Meredith

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.

