

# Kenton County Airport Board

## External Passenger Safety Meeting Minutes

**December 17, 2014**

**Facilitator: Brian Cobb**

**Scribe: Nancy Hill**

### **I. Call to order**

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:42 a.m. on December 17, 2014 in the KCAB Board Room.

### **II. Roll call**

#### **ATA Security Meeting Sign In Sheet**

December 17, 2014

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Ray Williams	TSA	
Brian Diener	TSA/FAMS	
Daniel Parks	TSA/FAMS	
Shawn Idol	KCAB	
Greg Kuhn	DELTA/SECURITY	
Paul Dobbelt	Kent, Fire	
Ryan Seibert	Treva Dugan	
Spencer GIB	DELTA	
Kevin Coomer	TSA	
Stephen Saunders	KCAB	
Tom Bechtel	TSA	
Nancy Hill	KCAB	
Paul Cragg	KCAB	
Richard Gillespie	CFR	
Mark Grant	TSA	
Robert Brundage	FDX	
Chuck LeVailley	DELTA	CHUCK.LEVAILEY@DELTA.COM

### **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) BC advised if needing help cleaning areas due to inclement conditions to please call 7777.
- b) Passenger traffic will be picking up due to the holidays – please be aware of any passengers needing assistance.

- c) BC reminded group to not leave trash/FOD on the ramp from the aircrafts – please take it to the dumpster right away.

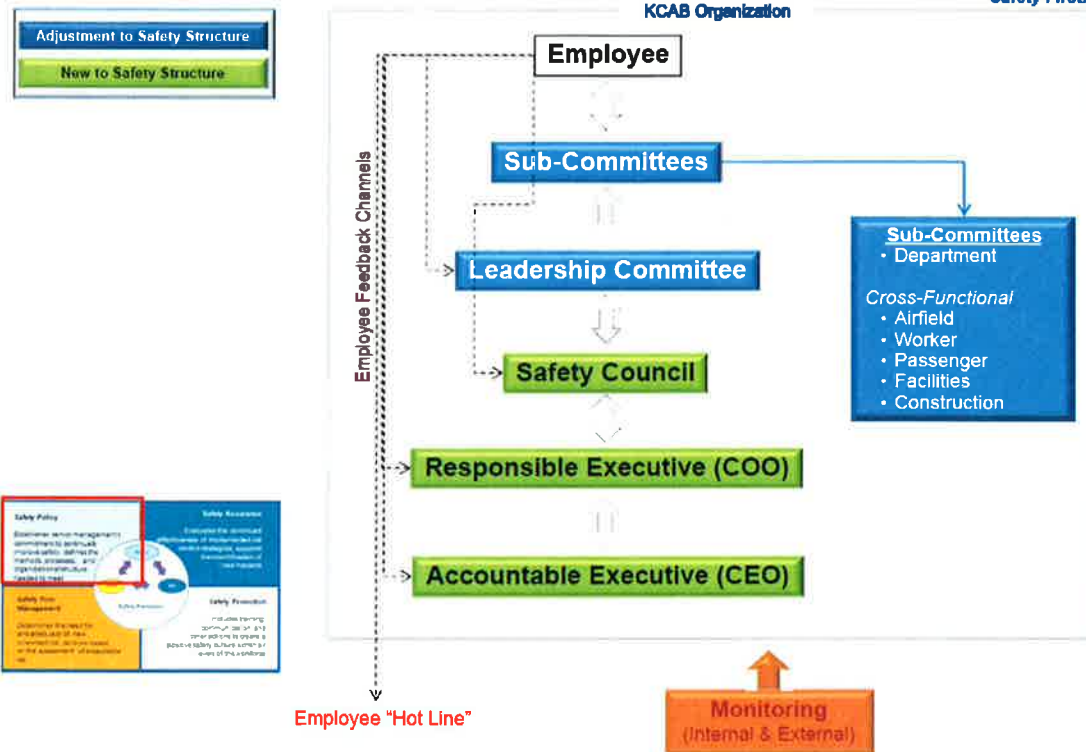
**V. Adjournment**

Brian Cobb adjourned the meeting at 9:48 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.