

Kenton County Airport Board

External Passenger Safety Meeting Minutes

June 17, 2015

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:43 a.m. on June 17, 2015 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet

June 17, 2015

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
JAMES LAWRENCE	TSA FTO	ja — same —
JAMES AMEN	TSA	
GREG KUHN	DELTA	
Christy Blackburn	Delta	Christy.C.Blackburn@delta.com
Bob Doyle	Delta	
Chuck Jones	Delta	chuck.jones@delta.com
Ed Woods	DELTA AIRLINES	
Fred Leeper	FAMS	
Rich Gillespie	CBP	
Nancy Hill	KCAB	
WENDI ORLANDO	KCAB CS	
Travis Kenson	KCAB Fire	
Simon Wolf	KCAB Police	
Seah Constien	KCAB Safety	
Byron Bucknutt	KCAB SSC	bbucknutt@cvgaairport.com
Robert Bravender	FEDER	
Ryan Seibert	TDA	
Robert Hall	UNITED AIRLINES	
Tom Bechtol	TSA	
CHUCK LEVINE	DELTA	
Christine Steele	DELTA	
Stephen Saunders	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) Byron Burkhardt reminded group that trash needs to be emptied and ramp areas cleaned more often. This prevents cycle of life issues with insects leading to birds leading to larger predators. BC added that FOD is still an ongoing challenge; dumpster lids left open could impact aircrafts if trash is blown out, cooling vents could also be affected.
- b) BC advised passenger volume has shown an increase. With the MLB All Star Game and NASCAR events overlapping, the number of passengers will increase even more. Many travelers unfamiliar with the airport may need help navigating through.
- c) BC reminded meeting members if witnessing anyone using wheelchairs or strollers on moving walkways or escalators to please guide them to the elevators.
- d) BC informed the group ops memo went out regarding Fire Alarms. The fire alarm systems in Concourse A and B are assigned zones. If one fire monitoring device is activated only that portion of the building (zone) where the device is located will have warning horns and strobes flashing. Airline/Concession/Tenant personnel shall evacuate and direct passengers to evacuate to a portion of the building where the alarms are not activated.
- e) BB informed the group that the annual FAA inspection will occur in July, follow up with stakeholders will occur as needed.
- f) BB advised of apron work – north area close to north ARFF. Work expected to begin mid to late June. Area north of Pad 8 and 10 will be closed after NASCAR and MLB GA parking. Cargo remote parking will be restricted to the area south of 8 & 10. An Ops Memorandum outlining revised parking plan will be forthcoming.
- g) BB reminded everyone that SSC Airfield Operations is incorporating the use of the FAA Digital NOTAM Manager System to distribute airport condition reports (NOTAMS) to airport tenants.

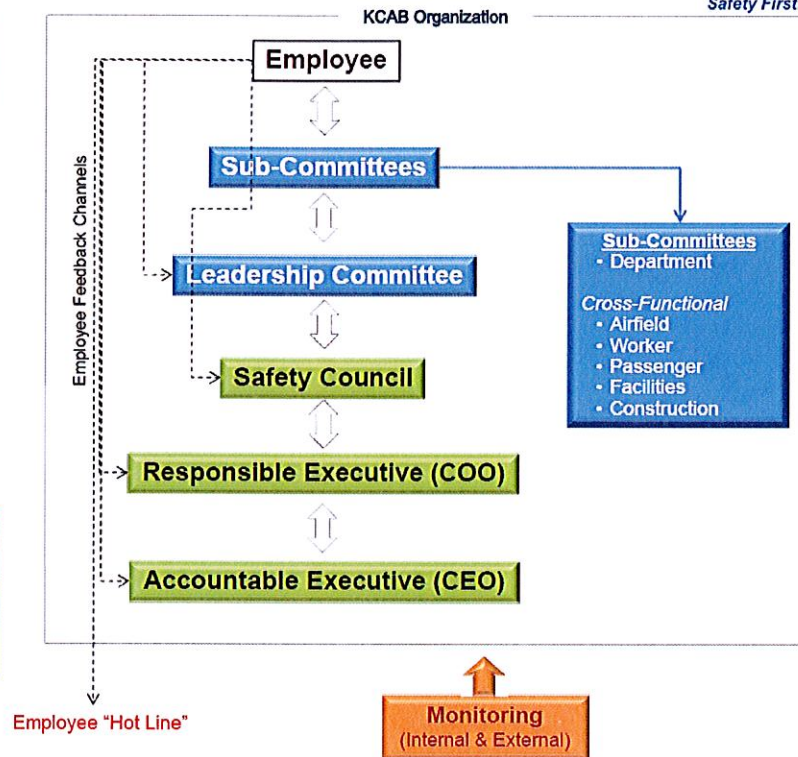
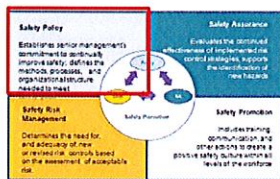
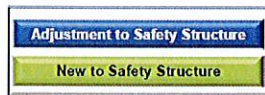
V. Adjournment

Brian Cobb adjourned the meeting at 9:55 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 |

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External

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