

Moving Kenton County Airport Board
External Passenger Safety Meeting Minutes
July 19, 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 9:38 a.m. on July 17, 2023, via in person meeting.

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:

- We continue to see an excessive number of bags being thrown around the carousels. Please remind your teams to make a conscious effort to keep this cleaned up.
- A lot of signs are being put up in areas and we need to be mindful of not placing them in front of emergency equipment, fire extinguishers, AED's and etc. Please make certain if your team sees signage, carts or stray stanchions in front of this equipment that they are moved and not blocking.
- Remind your team that the weather is still an issue. Make certain they are staying hydrated, wearing layers and paying close attention to lightening events, watching for strobes and following their lightening procedures when these are on.
- Working with carriers on some upcoming LIFT events, we are bringing in families on the autism spectrum for a practice run as well as wheelchair users and first-time flyers. If any additional carriers are interested, please reach out so something can be scheduled, and information sent out to the public.

Todd Bahlau advised of the following:

- SMS is coming online for airports, so in these future meetings will provide our data for incidents, which include tenant incident reports and show our analyses to provide better safety for CVG.

Operations

Meleia Michels advised of the following:

- Passenger Boarding Bridge Replacement project is going on in Concourse B at gate B18 and B26, scheduled in this location until August 2nd
- The next portion of the Passenger Boarding Bridge Replacement will take place August 7th, gates B7 & B15, be on the lookout for any updates or operations memorandums regarding this replacement.
- We are in Phase 1 of the Concourse B Pavement Rehab Project which closes down B2 & B4. Currently scheduled through August 7th but may finish early. Please just be on the lookout for more information and updates on gate changes.
- August 8 will start the next Phase with affected areas of Gates B1 & B3.
- A dumpster has been placed at B12 for other airport projects. The contractors are requesting that this is only used for construction related trash. Please make certain no one else is utilizing this dumpster, just our contractors.
- General notice was sent out last week, for the West Apron concrete pouring that will be happening now through early September. There will be more traffic in this area, utilizing gates NE3 & NE4 for that project so there may be additional time needed when accessing.

Other Advisories:

Damian Weller advised the following:

- Transitioning to the new jet bridges, we are offering another Train the Trainer for operators at American gates B18 & B26. Please be on the lookout for communication on additional training.

Brian Barnott advised the following:

- AOC has a stair truck. If anyone wants to practice docking to aircraft we can bring that over for training, reach out if interested.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:49 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.

