

Kenton County Airport Board
External Passenger Safety Meeting Minutes
December 21, 2016

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 December 21, 2016 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet
December 21, 2016

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
JAMES LAURENCE	TSA CVG	james.laurence@tsa.dhs.gov
Dylan Salyer	TSA	dylan.salyer@tsa.dhs.gov
Ed Toon	Allegiant	
Cinnie Wark II	United	
Julie Landrum	OneJet	
Stephen Saunders	KCAB	
Wendi Orlando	KCAB	
Nancy Hill	KCAB	
Sarah Consten	KCAB	
Sharon Wood	KCAB	
Tom Redtel	TSA	
JIM AASEN	TSA	
Mark Guest	TSA	
Kevin Coomer	TSA	
Paul Billingsly	United Continental Security	
KERRY RYLE	TDA	
MARVIN MUDDER	TDA	marvin.mudder@tregan.com
DAN COWDIN	TDA	danc@tregan-dugan.com
Kerry Herman	TDA	
Byron BURKHART	KCAB SSC	bburkhart@cvgairport.com
William Smith	Envoy / FA	
BOB HALL	UNITED	

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

Brian Cobb reviewed the following topics:

Family Assistance: Mike Crook to offer a NTSB Family Assistance training class, date to be determined.

Customer Service Shared Drive: Ops Memos, Safety Info, etc. can all be found here.

Winter Ops: During a snow event, staff using the Employee Parking Lot should park at the perimeter so that we may clear the center section first. Once clear, the center section will be reopened for parking.

Pad 13: Changes have been made to close Pad 13 for this season only, relating to Concourse C demolition needs. Closure is effective January 2nd, 2017.

OneJet: Began service October 19th. Drivers exiting Concourse A bag makeup are reminded of the one-way direction flow to join the service road; cutting across A4 is prohibited.

Spill Kits: Please have readily accessible, responsibility of airlines.

T1 turn: Stop sign at Terminal 1 location is there to help people determine direction to take.

Crosswalk: Signs are installed.

Valet Move: Valet cars to move to inner curb January 19th.

New Remote Pad Parking: Reminded about aircraft flow.

Baggage Contingency: Reminded to reference TOMS. Guidelines for bag system during outages.

PD Deescalating: Please use discretion when calling PD about irate passengers, especially if it can be handled by staff.

Construction – reviewed the following

BOSCH and Crane

Concourse C demo: Ops memo to come out

Dermody

Cargo project

Bag claim refresh-tunnel

Coming soon

Therapy Horses: NBC's The Today show ran a story on unique animals providing comfort which aired on 12/7/16 featuring our miniature therapy horse program. Future date of when they will be back to be announced.

Mamava: Coming soon, 1st quarter.

Service Animal Relief: Located at Ground Transportation Center and near Gate A18.

CPR Kiosk: CVG has been selected to receive a CPR kiosk. These kiosks teach the lifesaving skill of hands-only CPR in less than 5 minutes.

Growth

Allegiant: Allegiant started nonstop service from CVG to New York City via Newark (EWR) on November 16th. They also launched service to San Juan, Puerto Rico on December 17th. This flight will operate once a week on Saturdays.

Frontier: Frontier started service to Cancun on December 17th. Flights will operate once a week on Saturdays.

United: United will offer mainline service to customers flying between CVG and Chicago (ORD) and Denver (DEN). United will be bringing Airbus A319 and Boeing 737 aircraft back to the CVG market.

OneJet: OneJet will be offering new nonstop service from CVG to Pittsburg.

Stats

CVG continued to increase its air service offering in November. Local traffic was up 15.6 percent year-over-year. Total enplanements were up 10.3 percent year-over-year. YTD cargo volume is up 0.8 percent over last year. Enplanements for the year to date are up 6.9 percent over last year.

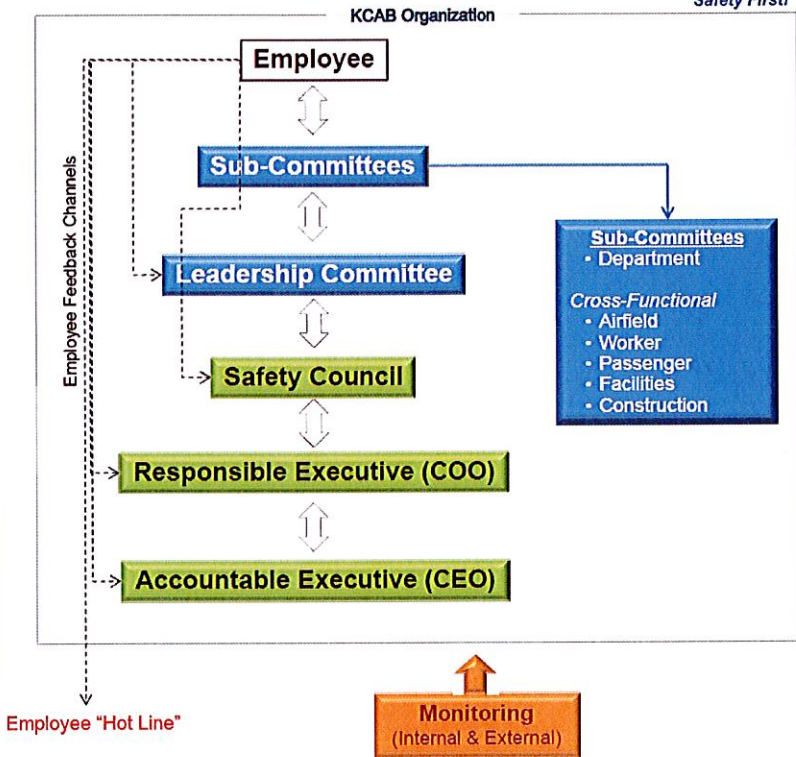
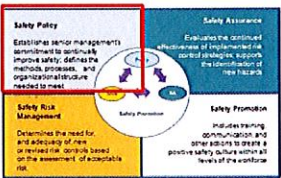
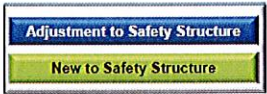
V. Adjournment

Brian Cobb adjourned the meeting at 10:16 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 |
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Other Key Participants/ Subject Matter Experts invited, as needed.