

Kenton County Airport Board
External Passenger Safety Meeting Minutes
October 16, 2019

Facilitator: Wendi Orlando

Scribe: Hannah Meredith

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:35 a.m. on October 16, 2019 at Concourse A Meeting Hall, Ramp level.

II. Roll call

| SAMS Meeting 10-16-19 | | |
|-----------------------|-------------------|------------------------------|
| NAME | COMPANY | EMAIL |
| Hannah Meredith | KCAB | hmeredith@cvgairport.com |
| Christy Blackburn | Delta | Christy.C.Blackburn@delta |
| JOSHUA KOBORI | EVANSVILLE | Joshua.Kobori@EVANSVILLE.COM |
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| Lisa Ransom | KCAB | L.Ransom@cvgairport.com |
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| Ray Williams | TSA | Ray.Williams@TSA.DHS.GOV |
| Ryan Norman | Delta | ryan.norman@delta.com |
| David Kenney | Delta | david.kenney@delta.com |
| Dylan Jaymes | TSA | dylan.jaymes@tsa.dhs.gov |
| JAMES RASEN | TSA | james.rasen@tsa.dhs.gov |
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| Chris Snyder | KCAB | csnyder@cvgairport.com |
| Mark Owens | Wright Bros. Aero | mo Owens@wbday.com |
| Ben ABERNETHY | MENZIES FUEL | BenAbernethy@MENZIESFUEL.COM |
| Mike Rasmussen | Menzies | Mike.Rasmussen@menzies.com |
| LaTanya Speed | Aetna | LSpeed@aetna.com |
| Ken Hallau | Aetna | CKHalls@aetna.com |
| Mary Elizabeth | MENZIES FUEL | mary.elizabeth@menzies.com |
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| Jeffrey Crum | Southwest | Jeffrey.crum@wnco.com |
| Dan Forger | Air Canada | daniel.forger@aircanada.ca |
| (over) | | |

| NAME | COMPANY | EMAIL |
|------------------|-----------|-----------------------------------|
| BOB HALL | UNITED | BOB.HALL@UNITED.COM |
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| Kevin Watts | KCAB | Kwatts@cvgairport.com |
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| Ray Dabbelt | KCAB | RDabbelt@cvgairport.com |
| Shannon Oldfield | KCAB | |
| Wendi Orlando | 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

Chris Snyder:

- Airport has been experiencing high winds recently. High winds can cause FOD. Please keep FOD contained.

Wendi Orlando:

- October is fire prevention month. Reminder of fire alarm procedures, ERP app, and reminder of home fire safety.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:38 a.m.

Minutes submitted by: Hannah Meredith

Minutes approved by: Wendi Orlando

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.