

Kenton County Airport Board
External Passenger Safety Meeting Minutes
September 16, 2020

Facilitator: Adam Kressler

Scribe: Nancy Hill

I. Call to order

Adam Kressler called to order the regular meeting of the Passenger Safety Subcommittee at 9:45 a.m. on September 16, 2020, via Conference Call.

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

Adam Kressler shared the following:

- Airport Health Accreditation
 - Final virtual review occurs this morning. Hoping to have accreditation by end of the day. Thanks to everyone who provided timely information, your help is very much appreciated. Accreditation shows that we are dedicated to the health and safety of our passengers and employees and helps to reassure the traveling public.
- Full Scale Drill – Virtual, Friday, September 18, 9am – 10am
 - Would like Airline Managers or their designees to participate. Allegiant will be the lead airline involved but would like to have the OAL participate as mutual aid.

Additional Advisories:

- Reminder to use the FOD Boss
 - Walk your areas for FOD
 - COVID restrictions have made it difficult to get together to walk, but each carrier should be able to look at their space.
- Winter Ops will be on the agenda for the next External Airfield Safety meeting on 10/7/2020. Carriers are highly encouraged to attend virtually.

Operations

Meleia Michels advised of the following:

- Conveyance Contingency Plan
 - Remind the carriers to familiarize themselves with the conveyance contingency plan. Scheduled conveyance outages are coming up this year and will last for multiple weeks at a time. Just like with fire alarms and severe weather procedures, we ask that our airport partners and their front-line staff are knowledgeable with the respective safety plans in the event that their passengers ask them what they need to do.

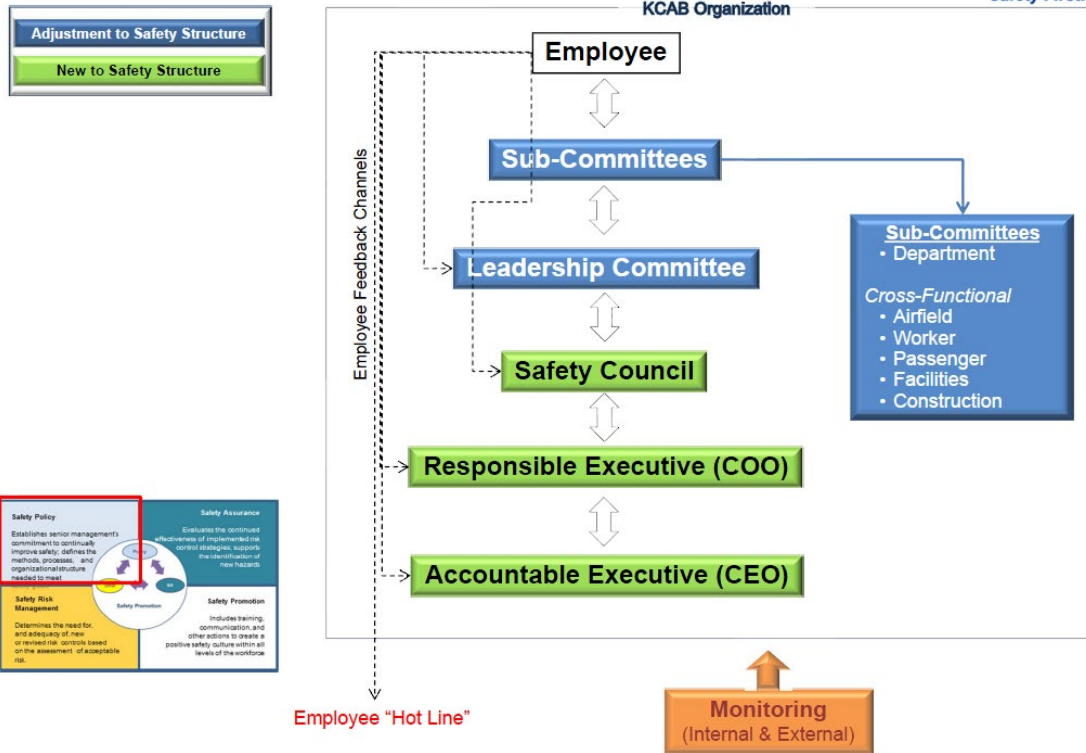
V. Adjournment

Adam Kressler adjourned the meeting at 9:55 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: 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

- | | |
|---------------------------------------|---|
| ▪ 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.

