

Kenton County Airport Board
External Passenger Safety Meeting Minutes
November 20, 2019

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 10:12 a.m. on November 20, 2019, at Concourse A Meeting Hall, Ramp level.

II. Roll call

MEETING SIGN-IN SHEET				
Project:	SAMS Meeting	Meeting Date:	11/20/2019	
Facilitator:	Lt. Col. Lambert, APD	Place/Room:		
Name	Initial	Company	Phone	E-Mail
Christy Smith	CS	KCAB		
Gabby Spaul	GS	KCAB		
Jim Aspen	(GD)	TSA		
Rob Orchard	RO	TSA		
Daniel S. Voss	DS	TSA		
Ray Williams	RW	TSA		
Dylan Jaymes		TSA		
Greg Rice	GR	Frontier		
Will Smith	WS	TDA		
Bob Hays	BH	UNITED Airlines		
Michael Rankin	MR	Allegiant		
Tom Northman	TN	MEMPHIS PIKE		
Phil Myers	PM	Frontier Air		
Jack Harley	JH	Enterprise Air		

Page 1 of 3

Name	Initial	Company	Phone	E-Mail
Ann KRESSLER	AK	KCAB	859-767-4711	AKRESSLER@CVGairport.com
Corey Kneiblen	CK	KCAB HK	763-5478	ckneiblen@cvgairport.com
Brent Brack	BB	Allegiant	253-242-421	
Harshad Merdani	HM	KLAB	859-658-2600	harshadhm@cvgairport.com
Wesley Andrews	WA	KLAB	859-767-3170	wesleya@cvgairport.com
Nancy Hill	NH	KCAB	859-767-3170	nancyhill@cvgairport.com
Wendi Orlando	WO	KCAB	859-767-7470	worlando@cvgairport.com
Justin Bank	JB	KCAB	859-307-0152	JBANK@cvgairport.com
Casey Kinose	CK	KLAB	859-767-3170	ckinose@cvgairport.com
Ray Drostelt	RD	KCAB - Free	859-767-3170	RDrostelt@cvgairport.com
Matt Houston	MH	KCAB	859-767-3170	mhoustan@cvgairport.com
Tracy Kleinhenc	GK	Allegiant	702-320-3555	tracy.kleinhenc@allegiantair.com
Matt Weissman	MW	Allegiant	702-320-3555	MattWeissman@allegiantair.com

Ryan Norman Delta
 Christy Blackburn Delta
 Ronald Brown Delta
 Chris Snyder KCAB
 Loren Danekiewicz CBP/DHS
 Cliffee Brown Southwest 859-548-6180 cliffee.brown@swa.com
 ALGSA Gary Southwest 859-548-6173 ALGSA_GARY@WNCO.COM
 Bill Turner Southwest
 Daniel (Mando) Owsen Wright Brothers 502-640-9990 mandoo@wba.com
 Archie Cooper KCAB 859-767-4711 acoper@cvgairport.com

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

Wendi Orlando:

- Winter Ops conference call went well. These calls are a good time to share information regarding weather, tarmac delays, etc. Informed group to have a designee for these calls. Please let us know if you need to add contacts and the lists will be updated.
- Reminded group that carrier/operators are responsible for snow removal from the gate to the ramp road.
- When using cords at the jet bridges, make sure to wind them back up.
- FOD walk for next Thursday has been cancelled. A new schedule date will be sent out.

Chris Snyder:

- Suggested to the group to use ice cleats to prevent falls and slips on the ramp.

Matt Houston:

- Reminded group to keep portable water cabinets closed.

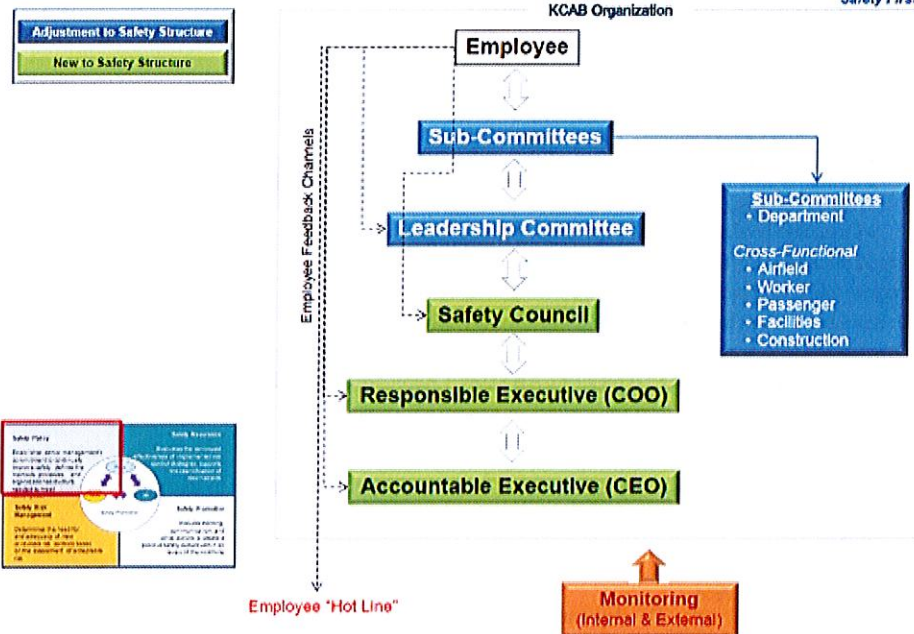
V. Adjournment

Wendi Orlando adjourned the meeting at 10:19 a.m.

Minutes submitted by: Nancy Hill

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.