

Kenton County Airport Board
External Passenger Safety Meeting Minutes
May 20, 2015

Facilitator: Brian Cobb

Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on May 20, 2015 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet
May 20, 2015

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Ray Williams	TSA	
BOB HALL	UNITED AIRLINES	BOB.HALL@UNITED.COM
Nancy Hill	KCAB	
Brian Cobb	KCAB	
GREG KUHN	DELTA	
Andrew Newman	FAM	andrew.newman@dhs.gov
Daniel R. Parks	FAM	
Jessica Ward	Airport Police	
WENDI ORLANDO	CS	
Will Smith	Embassy Air	
Byron Burkhardt	KCAB SSC	bburkhardt@cvgairport.com
David Lanson	KCAB	
Christine Steele	Delta	Christine.Steele@delta.com
Mark Guest	TSA	
Kevin Comer	TSA	
CHUCK LEVATLEY	DELTA	

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

- a) Byron Burkhart reminded group that trash needs to be emptied and ramp areas cleaned more often. This prevents cycle of life issues with insects leading to birds leading to larger predators.
- b) BC advised passenger volume has shown an increase. With the MLB All Star Game and NASCAR events overlapping, the number of passengers will increase even more. Many travelers unfamiliar with the airport may need help navigating through.
- c) BC informed the group that the escalator repairs in The Terminal to be complete prior to July 1st.
- d) BC advised if witnessing anyone using wheelchairs or strollers on moving walkways or escalators to ask them to please use the elevator instead.
- e) BC advised the demolition process of installing a fence line around Terminals 1 and 2 will proceed late September or early October.
- f) BC – DHL ramp will go under construction mid-July and finishing up in early August.
- g) BC informed the group ops memo to go out regarding Fire Alarms.
- h) BB informed the group that the annual FAA inspection will occur in July, follow up with stakeholders will occur as needed.
- i) BB advised of apron work – north area close to north ARFF. Work expected to begin mid to late June. This will impact NASCAR GA parking and cargo parking.
- j) BB advised of NOTAM digital electronic system, faxes will no longer be sent, more info to follow.

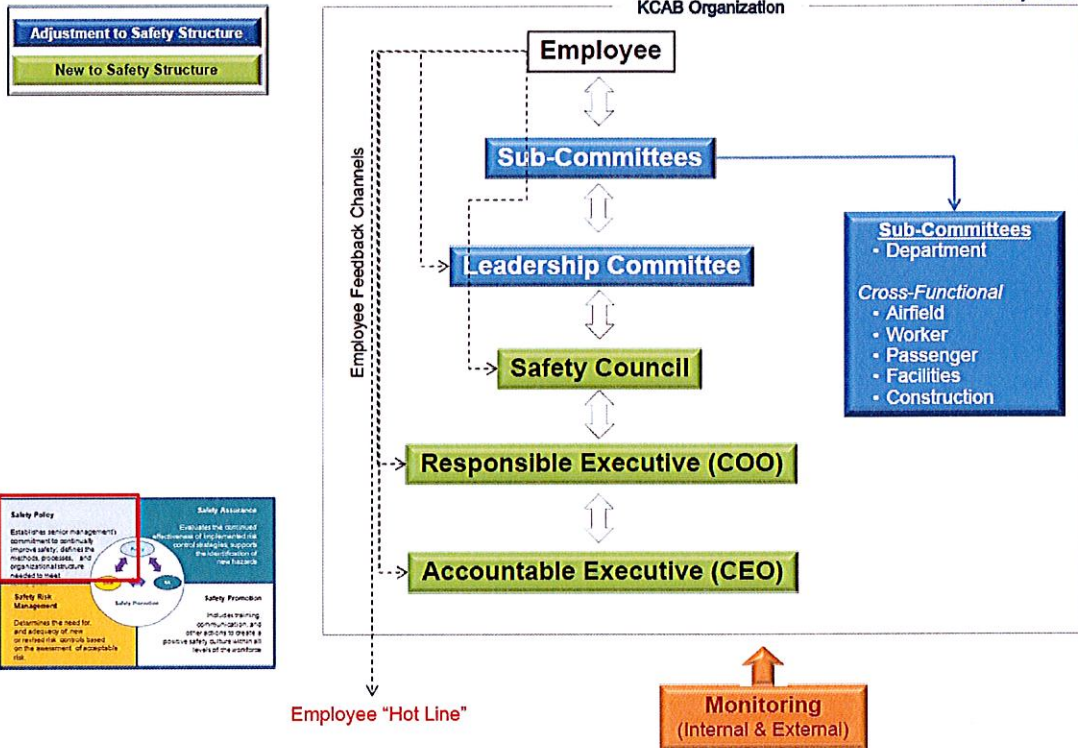
V. Adjournment

Brian Cobb adjourned the meeting at 9:50 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.