

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**December 15, 2021**

**Facilitator: Hannah Meredith**

**Scribe: Nancy Hill**

**I. Call to order**

Hannah Meredith called to order the regular meeting of the Passenger Safety Subcommittee at 9:38 a.m. on December 15, 2021, 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**

Hannah Meredith shared the following:

**Masks**

- Masks are still required and will be mandated through March. Concessions have them for purchase as well as vending machines on the Baggage Claim level of the terminal. Please remind your staff to wear their masks and ensure that they are properly wearing their masks.

**Weather**

- Please be cognizant of winter weather, especially use caution when freezing rain happens and sidewalks, parking lots, pavements etc. get slippery. Please reach out to us if you notice a frequent spot that keeps freezing over.

**Surroundings**

- Please continue to have your teams conduct FOD walks.

**Operations**

Hannah Meredith advised of the following:

- New smoking areas are officially open. They are in the breezeways, Concourse A between A-3-5 and Concourse B near gate B14. Looking into having wind screens for protection from inclement weather.

Other Advisories:

- Matt Houston advised when retracting the potable water hoses, to please carry the nozzle back with you so that they won't get dragged on the ground and get damaged.

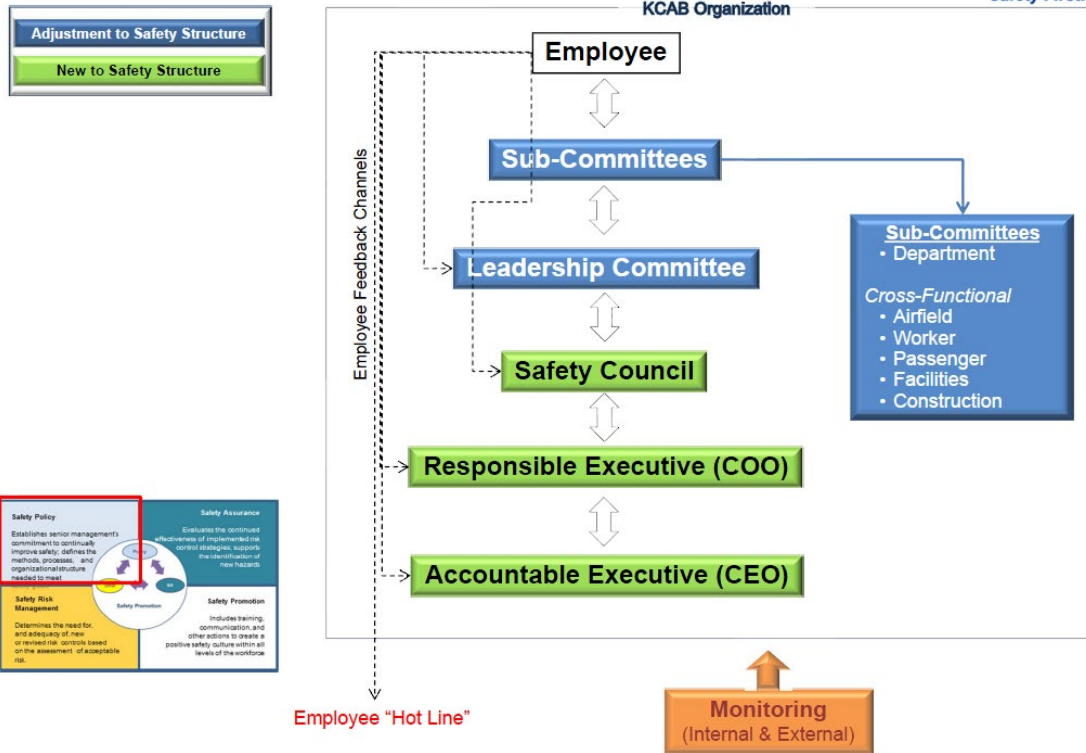
**V. Adjournment**

Hannah Meredith adjourned the meeting at 9:50 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Hannah Meredith

# 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.**

