

**Kenton County Airport Board**  
***External Passenger Safety Meeting Minutes***  
**November 18, 2020**

**Facilitator: Wendi Orlando**

**Scribe: Nancy Hill**

**I. Call to order**

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:39 a.m. on November 18, 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**

Wendi Orlando shared the following:

- Fly Healthy Messaging
  - We will be changing signs and announcements referencing physical distancing. May reach out to you and your team to see if you would like to record new messages.
- Electro Static Spraying
  - Two part system: 1) Disinfects and 2) Antimicrobial sealant, which lasts for 30 days. In between sprays, Housekeeping continues to clean and wipe things down making sure the sealant remains active for the 30 days.
- Masks
  - Please make sure we are doing our part in setting a good example for our passengers on wearing masks.
- Cleaning Chemicals
  - It has been noticed that cleaning chemicals have been left behind the gate podiums. Please make sure they are not left there and store them properly.

**Operations**

Adam Kressler advised of the following:

- Construction on taxiway 3 has been completed. B1-B13 are back in play.

- For those of you that accessed data on the Extranet site, this has now migrated to a different location. An email was sent out earlier regarding this, please contact us if you haven't received it.
- Winter Ops memo was sent out. Pad 13 is in deicing mode. Remote parking will be limited, be sure to coordinate with the AOC when you know of any needs for remote parking.
- The I-71-75 bridge is scheduled to reopen December 23<sup>rd</sup>.
- Appreciation to the airlines for sending advanced bookings info, this helps us to determine hours/closings for concessions.

Other advisories:

- Casey Kinosz will be scheduling FOD walks for Concourses A & B the week of November 30<sup>th</sup> thru December 4<sup>th</sup>.
- Justin Bessler informed the group that contact lists have been updated. There has been internal training for Everbridge and would like to start external training after Thanksgiving and before Christmas. Reminded group for true emergency calls to use 911 or 3123. Operational, maintenance calls please use 7777.
- Matt Houston reminded everyone to please roll up hoses and shut the doors of the potable water cabinets.
- Stephen Saunders advised the Flight Information Display System (FIDS) is in the midst of being updated. It is in the initial planning stages now, expect to see changes in the first quarter of next year.

**V. Adjournment**

Wendi Orlando adjourned the meeting at 9:52 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.**

