

Kenton County Airport Board
External Passenger Safety Meeting Minutes
June 15, 2022

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on June 15, 2022, 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:

- Reminded everyone about the location and use of the emergency stop button on conveyances. There have been some recent incidents where badged employees have walked past and not stopped to shut down the conveyance after a fall.
- Advised every one of the construction and work being done on conveyances. Be cognizant of your surroundings.
- Reminded everyone of inclement weather and heat. Stay hydrated while working outside.
- Reminded airlines to chock ground equipment at all times. There were incidents of baggage carts drifting out onto ramp spaces due to the high winds. Luckily, no one was hurt, and nothing damaged as a result.

Operations

Hannah Meredith advised of the following:

- Reminded airlines to frequently check their check-in kiosks to ensure they are in working order. With the increase in passenger volume, these are a significant aid to mitigate long ticketing lines. We have had reports from passengers that the kiosks were out of order, and they nearly missed their flight due to this inconvenience.

- Reminded airlines to call TSA if they have a late departure that would require TSA to extend their hours. It is the airline's responsibility to call TSA to inform them of this.
- FOD walks have been scheduled. Concourse A FOD walks are scheduled for the fourth Friday of every month at 10:00 am. Concourse B FOD walks are scheduled for the fourth Wednesday of every month at 10:00 am. Airline participation has been little to none in the recent FOD walks. Please have staff informed of the FOD walks and prepared to assist. While each airline has their own policy of when FOD walks are to occur during their daily operations, this is an organized effort for the airport community to work together to ensure safety.
- Alonzo Allen from Planning and Development presented to the airlines about the upcoming Concourse B ramp lighting replacement project. Saw cutting begins July 14. They intend to do 4 bases/day. Concrete removal begins July 15 with 4 bases/day. On July 20 they will begin drilling and setting bases, 4 bases/day. October 4-31 old bases will be removed. Impact to airlines will be minimal. Depending on location of light base and jet bridge, airlines may be able to continue ops while the work is being performed.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:58 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

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| ▪ 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.

