Kenton County Airport Board External Passenger Safety Meeting Minutes

November 16, 2016

Facilitator: Brian Cobb Scribe: Nancy Hill

I. Call to order

Brian Cobb called to order the regular meeting of the Passenger Safety Subcommittee at 9:47 a.m. on November 16, 2016 at Concourse A, A-1 meeting room.

II. Roll call

ATA Security Meeting Sign In Sheet November 16, 2016

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
ELWARA TOON	Allegiant Hirlaris	
Joshua MShave	PSA Airlives	Salve Mishova QAAicom
Ed Mbass .	Deem Mount Ters.	
Connie Wastell	United	le.
Ed Lauer	-TSA	
Lery Herman	78A	
NEXRY KILE	TOA	
Mulc Pirede	FEDEX	
Michael Har	DAL	
ROB HALL	Unren	
GARRY ERB	DELTA	
JIM BASEN	T3A	
Stephen Saunders	KCAB	
Park Billingsly	Allied Lennersol	eng potroles un marsipro com
Faul Billingly Steve Schmidt	KCAB POLICE	
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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) BC reminded all regarding driving procedures and expectations (relating to ops memo)
 - -including snow/ice removal from lease areas
 - -availability of NAC (pretreat) from KCAB upon request
- b) Reminded all about traffic flow for OneJet
- c) Reminded all about upcoming remote ramp openings and anticipated assignments.

V. Adjournment

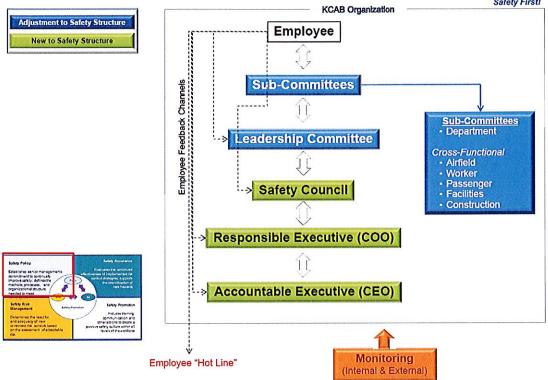
Brian Cobb adjourned the meeting at 10:00 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Brian Cobb

KCAB Safety Structure





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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.
- o Assist the Safety Council and other sub-committees with procedural communications among key stakeholders.

Key Participants:

Internal

- Facilities Maintenance
- Commercial and Business Development
- Planning and Engineering

- Customer Service: Terminal Operations & Relations
- Police
- ARFF

External

Airlines

TSA

Other Key Participants/ Subject Matter Experts invited, as needed.