

Kenton County Airport Board
External Passenger Safety Meeting Minutes
January 20, 2021

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:37 a.m. on January 20, 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

Wendi Orlando shared the following:

- Fod Walks
 - FOD walks were done in December. More will be scheduled in the coming months.
- Masks
 - Masks have been removed from the table on the bridge, passengers can still get masks from their carrier at ticket counters and at the gates. Masks are also available at Concessions throughout the facilities.
- Safety Net
 - Continuing to spray the facilities with the Safety Net product. This is effective for thirty days. In between, Housekeeping continues to make sure things are wiped down.
- Security Issue
 - Please ensure that ground equipment is not left near the AOA fence. This could cause a security issue.
- Weather
 - Please drive slowly and carefully all the time but especially in inclement weather.

Operations

Hannah Meredith advised of the following:

- Please close water cabinets to prevent freezing.

- If having issues with the heated floor capabilities in the loading bridges, please call 7777 and Facilities will help with that.
- Make sure ramp space is clear and clean of cables, wires, etc. so that it doesn't get covered with snow and driven over by a snowplow.
- Fencing is up in Concourse A in the breezeway by the Southwest area and the old shuttle station in Concourse B. Work is ongoing for the outdoor smoking areas that will be available for employees. Ops memo will be sent out with more information. Please be sure that you dispose of any trash if you use the area.

Other advisories:

- Laura Tenfelde advised that Runway 927 will be closed in mid to late March for the rehab projects.
- Power Point presentation on Everbridge Alert Notifications was given by Justin Bessler. Hannah Meredith will disperse the presentation to everyone on this call.
- Adam Kressler provided an Air Service update.

V. Adjournment

Wendi Orlando adjourned the meeting at 10:05 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.

