

Kenton County Airport Board
External Passenger Safety Meeting Minutes
August 18, 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 9:40 a.m. on August 18, 2021, at Concourse A, Housekeeping area, Ramp level

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:

Masks

- The current federal mask requirement will remain in effect until January 18, 2022. Masks are stocked on the bridge in the terminal, airlines are handing them out at ticket counters and the gates. TSA also handing out at Checkpoint. Please call 7777 if you need more.

Hoses/Cords

- Please make sure all cords, hoses are stowed properly. Potable water cabinets – please ensure hoses are wrapped up and put back inside, doors closed.

Other Advisories:

- Adam Kressler shared that fire lanes have been repainted – please make sure that rules are followed, especially not parking in fire lanes, keeping access to fire hydrants clear.

Operations

Adam Kressler advised of the following:

- T-Drive – entering and exiting – a company will be coming out to resurface and apply material that will increase traction. This should be in place by early October.
- Ramp that was closed for the CONRAC project will be coming back online in the next few weeks. The service road will be moving to where it used to be, closer to the fence line.
- Ramp Markings – Working with P&D to evaluate our ramp markings. It would be helpful if any documentation on your audits can be shared upfront, that way we can address in the planning process and have most of the issues taken care of before we come back to you for review.
- Email will be coming out with optional dates for FOD walks.

Other Advisories:

- Casey Kinosz reminded to make sure your teams are calling the AOC directly for emergencies.
- Kevin Watts informed group of moving walkways maintenance progress in Concourse A.
- Matt Houston informed group to please be mindful to roll up hoses correctly so that doors can be closed properly for the potable water cabinets.

V. Adjournment

Wendi Orlando adjourned the meeting at 9:51 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

- | | |
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| ▪ Airlines | ▪ TSA |
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Other Key Participants/ Subject Matter Experts invited, as needed.

