

Kenton County Airport Board
External Passenger Safety Meeting Minutes
April 20, 2022

Facilitator: Hannah Meredith

Scribe: Nancy Hill

I. Call to order

Hannah Meredith called to order the regular meeting of the Passenger Safety Subcommittee at 9:40 a.m. on April 20, 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

Hannah Meredith shared the following:

Cleaning Methods

- Ongoing, plexiglass by the ticket counters may be removed.

FOD Walks

- Considering scheduling recurring FOD walks the first and third Tuesdays and Wednesdays of every month. Will be reaching out to the airlines to confirm if that schedule would work.

Hannah reminded everyone to not park tugs or other vehicles in front of dumpsters or roll up doors.

Other Advisories:

- KYTC has reached out to us advising they will be shutting down the ramp on 275 westbound, Exit 4B for repairs. This will take approximately 3 days in early May.

Operations

Hannah Meredith advised of the following:

- The power walks in the terminal to Concourse A beginning to rebuild for that. State inspections on escalators are underway as well.
- If having any issues with the Common Use Systems at the gates – please report this to Airport IT or Hannah.

Other Advisories:

- Casey Kinosz reported an uptick in tug related incidents/accidents and advised tenants to address with your groups driving safety around the ramps. Chris Snyder advised employees should use extra caution driving when pavement is wet.
- Justin Bessler reminded the group to send any new contact information to the KCAB team so that updates can be made to Everbridge.

V. Adjournment

Hannah Meredith adjourned the meeting at 9:59 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Hannah Meredith

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.

