

Kenton County Airport Board

External Passenger Safety Meeting Minutes

July 17, 2019

Facilitator: Wendi Orlando

Scribe: Nancy Hill

I. Call to order

Wendi Orlando called to order the regular meeting of the Passenger Safety Subcommittee at 9:42 a.m. on July 17, 2019, at Concourse A Meeting Hall, Ramp level.

II. Roll call

ATA Security Meeting Sign In Sheet

July 17, 2019

Name (Please Print)	Airline	Email Address (Only if not previously given)
David Cameron	KCAB	dcameron@cvgairport.com
Joshua Sheer	CBP	3
Raj Coud	CBP	
Kim Hallour	Delta	cugops@adnais.com
Kayla Lawson	Delta	
Corey Richardson	YK	
Christy Strucke	APD	cstrucke@cvgairport.com
MATT LAMBERT	APD	
Zack Hawley	Endeavor Air	
Richard L. Myers	Endeavor Air	Richard.Myers@EndeavorAir.com
Greg Lowry	APD	glowryd@cvgairport.com
Christy Blackburn	Delta	Christy.L.Blackburn@delta.com
Sean Harris	Delta	sean.harris@delta.com
Michael Burke	DGS	MICHAEL.T.BURKE@DECA.COM
Mary Ernest	Menzies	mary.ernest@johnmenzies.com

Paul Northington	Menzies Fuel	Paul.Northington@Johnmenzies.com
Andy Hill	Menzies Fuel	andy.hill@johnmenzies.com
Justin Jordan	Southwest	justinjordan@swa.com
Chad McCann	TSA	chad.mccann@trigo-dogan.com
Tracy Kleinhertz	Allegiant	tracy.kleinhertz@allegiantair.com
Wai Smith	TSA	Wai.Smith@PRG-Duct.com
JIM ARSEN	TSA	
KEVIN CAMER	TSA	
TOM BELMONT	TSA	
OSCAR JAMES	TSA	
JIM LAWRENCE	TSA	
LOU ORSHAN	TSA	
Mark Defers	KCAB	
Chris Snyder	KCAB	
MATTHEW GRABERT	KCAB	mgrabert@cvgairport.com

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

Hannah Meredith:

- Beginning Tuesday night, July 23rd moving walkways 1A in Concourse B and escalator B-1A from AGT up to Concourse B will be temporarily taken out of service for state inspections. The walkway and escalator will be inspected on Wednesday and will be returned to service at the close of business on Wednesday, July 24th.

Wendi Orlando:

- Turfway Road will be closed in the vicinity of the Airport. The road will be closed to traffic from Saturday, July 13th to Saturday, August 24th.
- Please be cognizant of strollers, wheelchairs or animals on moving walkways and escalators. Suggest to passengers to use elevators instead. If an accident occurs on a conveyance, call 7777 to report the incident. Please familiarize yourself with the emergency stop located on the units.
- Severe Weather – Reminded everyone of severe weather procedures. Reiterated that the lightning suppression system is inoperable.

Damien Weller:

- Traffic will transition from KY 212 on July 22nd onto the new road system leading to arrivals and departures. KY 236 Donaldson Ramp will be isolated from KY212. Please be aware of directional and traffic sign changes, barricade changes, and lane restrictions.
- Chris Snyder is the new Safety Director, replacing Seth Constien.

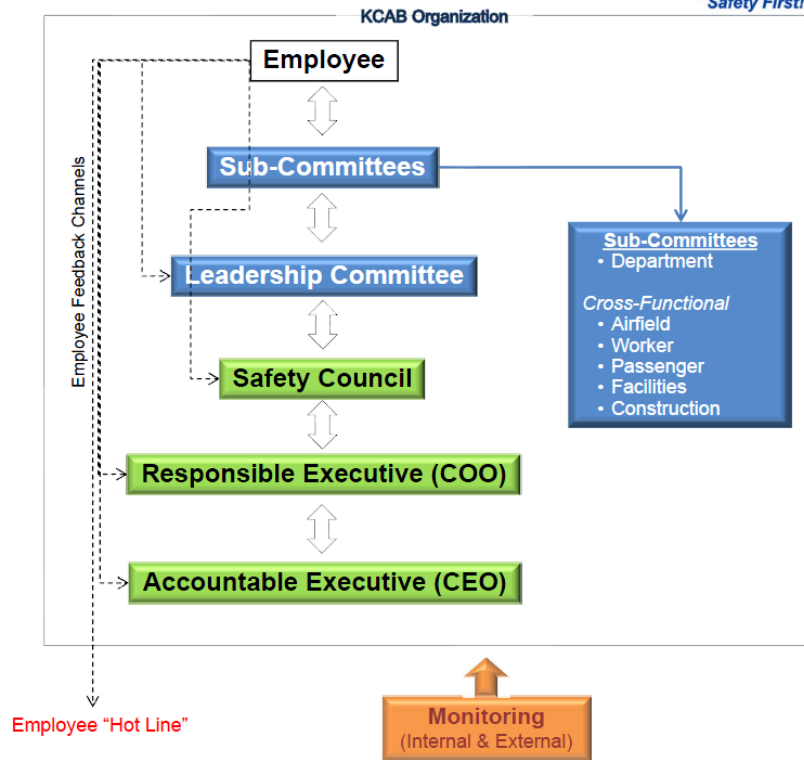
V. Adjournment

Wendi Orlando adjourned the meeting at 9:47 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

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

