

**Kenton County Airport Board**  
**External Passenger Safety Meeting Minutes**  
**December 18, 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 9:41 a.m. on December 18, 2019, at Concourse A Meeting Hall, Ramp level.

**II. Roll call**

MEETING SIGN-IN SHEET				
Project:	SAMS Meeting	Meeting Date:	12/18/19	
Facilitator:	Lt. Col. Lambert, APD	Place/Room:		
Name	Initial	Company	Phone	E-Mail
JIM AASEN	JA	TSA	859-488-2288	JAMES.AASEN@TSA.DHS.GOV
Patrick Jones	PAJ	TSA	(859) 396-2111	Patrick.A.Jones@TSA.DHS.GOV
Tom Bechtol	TB	TSA	899-630-4171	TOM.BECHTOL@TSA.DHS.GOV
Loren DAMELLIQUIN	LD	CBP		Loren.T.DAMELLIQUIN@CBP.DHS.GOV
EDWARD BRACKE III	EB	DELTA	859 767 5199	EDWARD.BRACKE@DELTA.COM
Ryan Norman	RN	Delta	767 5252	ryan.norman@delta.com
JONNIE GREGG	JG	KCAB	859-707-3068	Jgrcane@cvgairport.com

Name	Initial	Company	Phone	E-Mail
Wendi Orlando	WO	KCAB- CS.	7470	worlando@cvgairport.com
Nancy Hill	NH	KCAB-Innovation	3170	nhill@cvgairport.com
Mark Deters	MD	KCAB-GWS	1553	mdeters@cvgairport.com
Adam Kressler	AK	KCAB-CX	4710	AKRESSL0C@CVGAIRPORT.COM
Archie Capel	AC	KCAB-CTBD	4820	acapel@cvgairport.com
Richard Myers	RM	Endeavor Air	859-795-1339	Richard.Myers@Endeavorair.com
Zack Hawley	ZH	Endeavor Air	859-795-1358	Zack.Hawley@EndeavorAir.com
Justin Bestler	JB	KCAB-AOC	859-307-0133	JBestler@CVGAirport.com
Cliffye Brown	CB	Southwest	859-808-6180	cliffye.brown@wnco.com

Name	Initial	Company	Phone	E-Mail
Kevin Watts	KW	KCAB	859-767-1438	kwatts@cugairport.com
Andy Hill	AH	Menzies	859-767-3289	andy.hill@JohnMenzies.com
Wade Dole	WD	KCAB ARFP	859-767-7146	wadole@cugairport.com
MARK EXLER	ME	MENZIES	859-767-3148	MARK.EXLER@MENZIESAVIATION.COM
Brian Wierkum	BW	MENZIES FUEL	859-767-3148	Brian.Wierkum@MENZIESAVIATION.COM
Greg Rice	GR	Frontier	859-482-6730	greg.rice@FlyFrontier.com
BOB HALL	BH	UNITED	937-684-2085	BOB.HALL@UNITED.COM
MARY FROST	ME	MENZIES	303-506-9245	MARY.FROST@JohnMenzies.com
DYLAN JAYMES	DJ	TSA	859-991-9205	dylan.jaymes@tda.dhs.gov

### 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

Wendi Orlando:

- Reminded group that because carrier/operators are responsible for snow removal to the vehicle service road (VSR) they need to pick up chocks, cones, and other equipment – this allows plows to come through when available.
- Jet Bridges – limiting time that doors are left open helps regulate the temperatures inside the terminal.

Adam Kressler:

- Weather alerts – Advised group if new contacts need to be added to send us an email and we will update contact information.

Kevin Watts:

- Possibility of ice build up on the jet bridge floors during the winter months – reminder to turn the heater on.

### V. Adjournment

Wendi Orlando adjourned the meeting at 9:45 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

- o 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              | ▪ Customer Service: Terminal Operations & Relations |
| ▪ Commercial and Business Development | ▪ Police  |
| ▪ Planning and Engineering            | ▪ ARFF  |

#### External

- |            |       |
|------------|-------|
| ▪ Airlines | ▪ TSA |
|------------|-------|

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