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

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Project:	SAMS Meetir	SAMS Meeting Lt. Col. Lambert, APD				ate:	12/18/19	
Facilitator:	Lt. Col. Lamb					om:		
Name		Initial	Company		ne	E-Mail		
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Name	Initial	Company	Phone	E-Mail
Wendi Orlando	wo	KCAB- CS.	7470	worlando @ cygairport.com
Nancy HILL	NH	KCAB-Innovation	3170	nhill@cvgairport.Com
Mark Detens	WÞ	KCAB - Gas	1553	mdeters@ cyclipport.com
ADAM KRESSLER	AOIC	KCAB-CX	4710	AKAUSSLOCCIC VG AVGBIT. COM
Archie Caspes	R	KCAB. CXBD	4820	acaspal Ocucaisportican
Richard Myes	Run	ENDERIA AIT	859-795-1339	
Zack Hawley	74	10	858-795-1358	
Justin Bessler	TB	KCAB-AOC	859-307-0153	
Cliffye Brown	CB		859-568-6180	Cliffye. brown @wwco. com
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Initial	Company	Phone	E-Mail
Kuw	KCAB	<i>88</i> 5-70.7-1438	Kuntts @ cug airport.com
AH	Menzies	959 767 3269	andy, hill John Mouzies, 4010
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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.

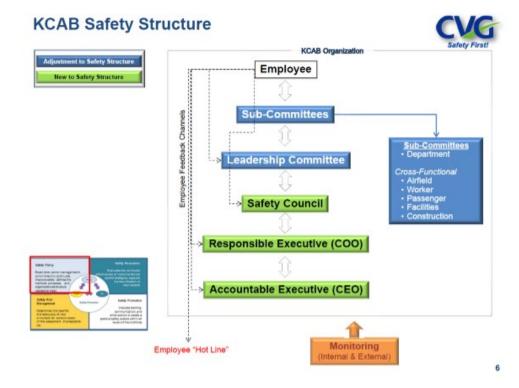
Kevin Watts:

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





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:

<u>Internal</u>

- Facilities Maintenance
- Commercial and Business Development
- Planning and Engineering
- Customer Service: Terminal Operations & Relations
- Police
- ARFF

External

Airlines

TSA

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