

Kenton County Airport Board
External Passenger Safety Meeting Minutes
June 16, 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 9:54 a.m. on June 16, 2021, 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

Wendi Orlando shared the following:

Masks

- The masks table is back on the Ticketing Bridge. Masks are still required in the passenger facility areas. Airport Operations Team will be keeping the baskets stocked.

FOD Walks

- FOD walks on the ramps are still being scheduled and would like to continue to do this monthly. Our teams are available Wednesday mornings.

Dumpsters

- Please ensure that lids and sides of dumpsters are being closed. Please call 7777 if they are full.

FAA Safety Inspection

- Scheduled for July 12th

Smoking Area

- Smoking Area at A is not open yet for use. Ops Memo will be sent out when it is open.

Other Advisories:

- Ray Dabbelt shared the annual FAA inspection will be conducted through the week of July 12th. Asked if airlines would tidy up ramp areas, make sure fire extinguishers are where they should be. Also, ensure that emergency fuel shut off signs can be clearly seen from the roadway.

- Kevin Watts and Chris Snyder provided information regarding safety with the Baggage System. It was observed an individual was trying to fix a bag jam in the turn, climbed up the line and jumped from the conveyor. Stepping on the conveyor is not allowed and very dangerous. It was also observed of items being loaded onto the belt that should not be. Advised totes should be neatly stacked and put up. Please ensure employees are trained properly and informed on how to shut down the belt system and to not climb into these devices.

Operations

Hannah Meredith advised of the following:

- ARFF inspection coming up with FAA. Advised airlines to clean and walk their areas making sure any trash (bags) on the ramp is put in dumpsters.
- Please ensure that jet bridge doors are being closed. Water Cabinets should remain closed.
- Reminded airlines to not leave anything at the shared gates areas.
- Cords and cables need to be pulled back and brought inside. Cable needs to be stored properly.
- Please call 7777 if the air in the jet bridges is not working properly.

Other Advisories:

- A question was raised regarding proper wooden pallet disposal. Hannah explained it is the responsibility of the carrier to dispose of skids. They cannot be disposed of in dumpsters on the ramp. Twice a year CVG will provide a dedicated dumpster for pallet disposal as a courtesy. However, during the year, the carrier should have a contract or resource in place to properly dispose of the pallets outside of the airport.
- Stephen Saunders explained how the sensors work at the security screening checkpoint. These sensors, called BlipTrack, use Bluetooth technology to time the movement on devices through the checkpoint. The number is then displayed on the wait time screen outside of the checkpoint as well as on the CVG website. For more information on this technology, please contact Stephen Saunders (Director of IT and Innovation) at ssaunders@cvgairport.com
- Kevin Watts gave an update on construction in the terminal
 - The walls surrounding claim units 3 and 4 will be coming down the week of June 28th. Those units will be back up and operational before the July 4th holidays.
 - The escalator now under construction is behind the original schedule due to parts availability.
 - Contractors to begin work to insulate the duct work of the center section over the terrazzo floor on the ticketing level near InMotion. This should alleviate the water dripping onto the floor from condensation.

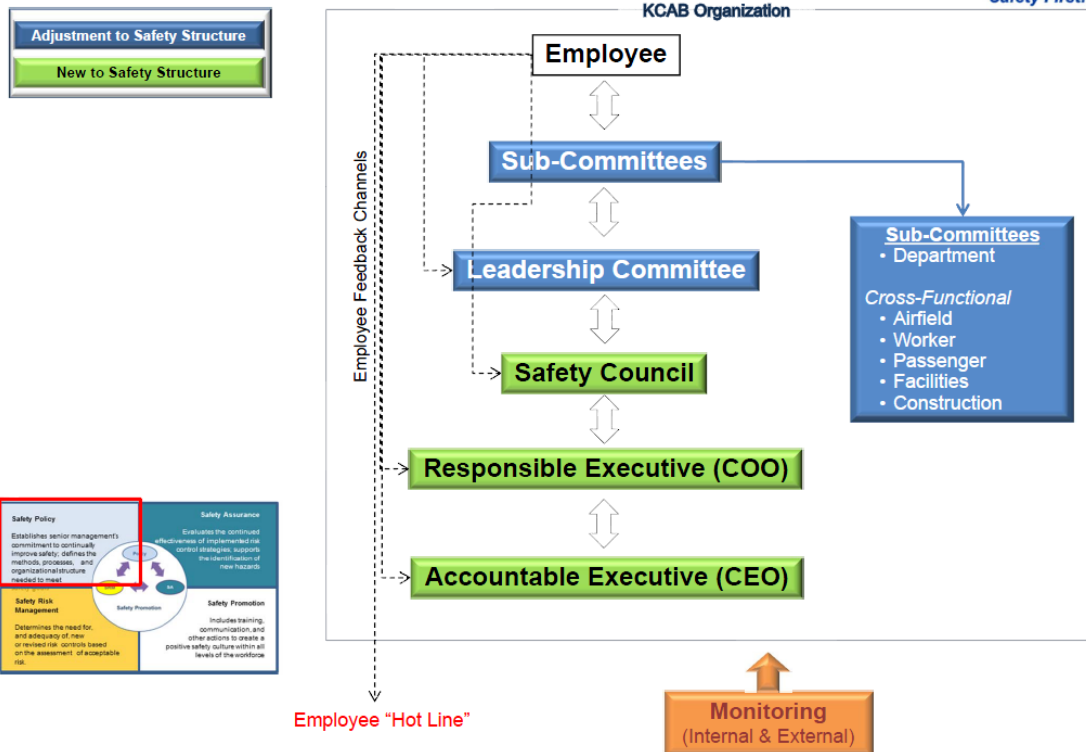
V. Adjournment

Wendi Orlando adjourned the meeting at 10:20 a.m.

Minutes submitted by: Nancy Hill

Minutes approved by: Wendi Orlando and 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

- | | |
|---------------------------------------|---|
| ▪ 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.

