

# Airport Sponsor Community Participation Plan (CPP)<sup>1</sup>

## 1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected<sup>2</sup> by **Aerostar Airport Holdings, LLC.**, as operator of the Luis Muñoz Marín International Airport, projects or operations can participate, be informed and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the “protected bases”). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.<sup>3</sup> This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to limited English proficient (LEP) individuals.

The individuals primarily responsible for implementing the **Aerostar Airport Holdings, LLC.**, CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
<b>1. Shara Mathew López</b>	DBE/ACDBE Liaison Officer

Responsible officials’ contact information is shared with the public through the following methods:

### **Website, In-person, and Other Communication Methods**

<b>1. Aerostar Website- (<a href="https://www.aeropusertosju.com/">https://www.aeropusertosju.com/</a>)</b>
<b>2. Press Release in different Local Papers</b>
<b>3. Aerostar Management Offices, 1<sup>st</sup> Floor, Terminal D</b>
<b>4. Social Media (Facebook, Linked-In, Twitter)</b>
<b>5. Published Projects on Construction and Aviation Website such as: FAC, AGC, Puerto Rico Builders and BIDSPR.</b>

In addition, **Aerostar Airport Holdings, LLC.**, will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with **Aerostar Airport Holdings, LLC.**, and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of **Aerostar Airport Holdings, LLC’s** Title VI Plan.

<sup>1</sup> See DOT Order 1000.12C, “The U.S. Department of Transportation (DOT) Title VI Program,” Ch. 2, Sec. 4. (Jun. 11, 2021). <https://www.transportation.gov/sites/dot.gov/files/2021-08/Final-for-OST-C-210312-002-signed.pdf>

<sup>2</sup> Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

<sup>3</sup> Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

**Aerostar Airport Holdings, LLC.**, also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

**Website, In-person, and Other Distribution Methods**

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| <b>1. Aerostar Website-</b> ( <a href="https://www.aeropuertosu.com/">https://www.aeropuertosu.com/</a> ) |
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## **2. Goals and Objectives**

This CPP applies to all airport planning and decision-making efforts, whether or not directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

**Aerostar Airport Holdings, LLC's** planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

**Planning Processes**

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| <b>1. FONSI- Environmental Projects</b>   |
| <b>2. Projects with an Environmental Impact Statement</b>                             |
| <b>3. RFQ- Architectural and Engineering Services (Only for Projects under ACIP)</b>  |
| <b>4. Passenger Facility Charge (PFC)- New Projects and Charge on Airline Tickets</b> |
| <b>5. Runway/Taxiway Reconstruction/Rehabilitation Project (Under AIP)</b>            |
| <b>6. DBE and/or ACDBE Annual Outreach</b>  |
| <b>7. ARFF Vehicle Purchase</b>   |
| <b>8. DBE and ACDBE 3 Year Overall Goal</b>   |

**Aerostar Airport Holdings, LLC.**, seeks public input for the above processes through the following methods:

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
<b>A. Public meetings (virtual or in-person) and provide comments</b>	#6, #8
<b>B. Pre-Bid Meetings (For Contractors and General Public)</b>	#2, #5, #7
<b>C. Airlines Meetings and provide comments</b>	#4
<b>D. Press Release in Local Papers and provide comments</b>	#1, #4
<b>E. Aerostar Website (Notice of Advertisement)- Provide comments via email.</b>	#3

### **3. Identification of and Focused Outreach to Affected Communities**

See Community Statistics section of **Aerostar Airport Holdings, LLC’s** Title VI Plan, for detailed discussion of Affected Communities.

The specific steps that **Aerostar Airport Holdings, LLC.,** has established and/or will establish in the near future, to communicate with, inform, educate, consult, or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>4</sup> are provided below:

<b>Affected Community</b>	<b>Key Community Reps. (CBOs, leaders, etc.)</b>	<b>Focused Outreach Steps</b>
<b>i. Cangrejo Arriba Barrio</b>	Municipality of Carolina-Municipal Services Center	a. Aerostar’s website <a href="https://www.aerpuertosju.com/">https://www.aerpuertosju.com/</a> b. Social media platforms. c. Letters, phone call or emails.
<b>ii. Sabana Abajo Barrio</b>	Municipality of Carolina-Municipal Services Center	a. Aerostar’s website <a href="https://www.aerpuertosju.com/">https://www.aerpuertosju.com/</a> b. Social media platforms. c. Letters, phone calls or emails.
<b>iii. Torrecilla Baja Barrio</b>	Municipal Legislature of Loiza.	a. Aerostar’s website <a href="https://www.aerpuertosju.com/">https://www.aerpuertosju.com/</a> b. Social media platforms. c. Letters, phone call or emails.
<b>iv. Oriente Barrio</b>	San Juan Community Social Development Division	a. Aerostar’s website <a href="https://www.aerpuertosju.com/">https://www.aerpuertosju.com/</a> b. Social media platforms. c. Letters, phone call or emails.
<b>v. Sabana Llana Norte Barrio</b>	San Juan Community Social Development Division	a. Aerostar’s website <a href="https://www.aerpuertosju.com/">https://www.aerpuertosju.com/</a> b. Social media platforms. c. Letters, phone call or emails.
<b>vi. Santurce Barrio</b>	San Juan Community Social Development Division	a. Aerostar’s website <a href="https://www.aerpuertosju.com/">https://www.aerpuertosju.com/</a> b. Social media platforms. c. Letters, phone call or emails.

<sup>4</sup> “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

## **4. Effective Communication**

**Aerostar Airport Holdings, LLC.**, will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including materials in accessible formats for persons with disabilities and in languages other than English. See, Limited English Proficiency (LEP) section of **Aerostar Airport Holdings LLC's** Title VI Plan.

## **5. Communication Platforms**

Diverse communication platforms will be utilized to effectively reach the broadest audience. We will use the following platforms to communicate project details, our nondiscrimination obligations, and contact information for the public to share project or operational feedback with our office and the FAA.

### **Social Media, Monitors, and Other Communication Platforms**

- 1. LinkedIn**
- 2. Facebook**
- 3. Twitter**
- 4. Aerostar Website (<https://www.aeropuertosu.com/>)**
- 5. Different Construction Websites such as: FAC, AGC, Puerto Rico Builders and BIDSPR.**

## **6. Records**

This section includes the procedures **Aerostar Airport Holdings, LLC.**, will follow to document our outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

### **Website, In-person, and Other Storage Methods**

- 1. Aerostar Website and Social Media Platform (Outreach Advertisement)**
- 2. SJU Electronic File Record Archive (Screen Shots and Marketing Publicity)**

Records will be kept for community input. The records will document how **Aerostar Airport Holdings, LLC.**, considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

### **Website, In-person, and Other Storage Methods**

- 1. Archive of all meetings.**
- 2. We will accept any comments by email and will address it as such.**
- 3. In-person meetings, taking question/comments and answer in the moment.**

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.<sup>5</sup> Demographic information may be requested by the following methods:

#### **Demographic Information Collection Methods**

- 1. Voluntary disclosure by list of attendee’s sign-in sheets.**
- 2. Voluntary disclosure by registration process for our outreach thru the email [civilrights@aerostarairports.com](mailto:civilrights@aerostarairports.com).**
- 3. Voluntary Survey after an outreach.**

CPP records will be made available to the public using the same methods for other information outlined within this plan.

### **7. Reporting Outcomes**

**Within 30 days of the end of each fiscal year (FY), Aerostar Airport Holdings, LLC.,** will create a CPP Report for that current FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities that FY,
2. The results of those efforts for that FY, and
3. How the Affected Communities’ comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with **Aerostar Airport Holdings, LLC’s** Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

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<sup>5</sup> This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.