

# 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 **City of Long Beach, Long Beach Airport** projects or operations can be informed and participate 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 **City of Long Beach, Long Beach Airport** CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
<b>Mony Chhey</b>	Financial Services Officer, Finance Division
<b>Melissa DeAmicis</b>	Administrative Officer, Personnel Division
<b>Meluzina Habacon</b>	Airport Properties Officer, Real Estate Division
<b>Sokunthea Kol</b>	Administrative Analyst, DBE representative
<b>Kate Kuykendall</b>	Public Affairs Officer, Public Affairs Division
<b>Stephan Lum</b>	Airport Engineering Officer, Engineering Division
<b>Terrance Ward</b>	Airport Operations Liaison Officer, Landside Operations Division
<b>Dale Worsham</b>	Commercial Development Officer, Commercial Development Division

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<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.

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

**Website<sup>4</sup>, In-person, and Other Communication Methods**

**1 Long Beach Airport Website** <https://www.longbeach.gov/lgb/about-us/>

**2 Administration Office: 562-570-2619**

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

**The City of Long Beach, Long Beach Airport** also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

**Website<sup>5</sup>, In-person, and Other Distribution Methods**

**1 Airport Title VI Webpage**

<https://www.longbeach.gov/lgb/airlines-destinations/accessibility/long-beach-airport--title-vi-program>

**2 via email upon request to melissa.deamicis@longbeach.gov**

## **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).

**The City of Long Beach, Long Beach Airport's** planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

### **Planning Processes**

**1. City of Long Beach Annual Capital Improvement Program budget development process** (<https://www.longbeach.gov/pw/resources/capital-improvement-plan/?folderid=2325>). The City conducts presentations and allows for public comment on the City's CIP book, which the Airport is a part of.

**2. Terminal Roadway Improvement Project Presentation to City Council (July 18, 2023)**

**3. Phase II Construction Funding Planning presentation (Dec 6, 2022)**

<sup>4</sup> <https://www.longbeach.gov/lgb/about-us/>

<sup>5</sup> <https://www.longbeach.gov/lgb/airlines-destinations/accessibility/long-beach-airport--title-vi-program>

The City of Long Beach, Long Beach Airport seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Long Beach Airport Advisory Commission Meetings ( <a href="http://longbeach.gov">Advisory Commission (longbeach.gov)</a> )	#1
B. City Council Meetings	#1, #2, #3
C. Ability to post eComments at City Public meetings ( <a href="https://www.longbeach.gov/globalassets/city-clerk/media-library/documents/resources/ecomments-flyer---05052015">https://www.longbeach.gov/globalassets/city-clerk/media-library/documents/resources/ecomments-flyer---05052015</a> )	#1, #2, #3

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

See Community Statistics section of **City of Long Beach, Long Beach Airport’s** Title VI Plan, for detailed discussion of Affected Communities.

The specific steps **Long Beach Airport** will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>6</sup> are provided below.

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<sup>6</sup> “Affected communities” means any readily identifiable group impacted or potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.) <sup>7</sup>	Focused Outreach Steps
<i>i. 90806 (Sunrise, Wrigley, LBG, Memorial Hts)</i>	Council Member – District 6	<p>a. #GOLONGBEACH biweekly newsletters available in print and e-formats from the City. <a href="https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/">https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/</a></p> <p>b. <a href="https://www.longbeach.gov/lgb/">https://www.longbeach.gov/lgb/</a></p> <p>c. Public Notices posted on the Long Beach City Clerk webpage <a href="https://www.longbeach.gov/cityclerk/public-notice/">https://www.longbeach.gov/cityclerk/public-notice/</a></p> <p>d. Public Meetings and Focus Groups – when hosting these, the City will provide adequate notice to the public and follow all federally prescribed guidelines regarding public comment periods. The City will make good faith effort to notify the public and will utilize visual aides, such as power-points and maps to assist the public in understanding the situation during public meetings.</p> <p>e. District specific social media <a href="https://www.longbeach.gov/district6/">https://www.longbeach.gov/district6/</a></p>
<i>ii. 90807 (Mainly Bixby Knolls &amp; California Heights)</i>	Council Member – District 5	<p>a. #GOLONGBEACH biweekly newsletters available in print and e-formats from the City. <a href="https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/">https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/</a></p> <p>b. <a href="https://www.longbeach.gov/lgb/">https://www.longbeach.gov/lgb/</a></p> <p>c. Public Notices posted on the Long Beach City Clerk webpage <a href="https://www.longbeach.gov/cityclerk/public-notice/">https://www.longbeach.gov/cityclerk/public-notice/</a></p> <p>d. Public Meetings and Focus Groups – when hosting these, the City will provide adequate notice to the public and follow all federally prescribed guidelines regarding public comment periods. The City will make good faith effort to notify the public and will utilize visual aides, such as power-points and maps to assist the public in understanding the situation during public meetings.</p> <p>e. District 5 webpage <a href="https://www.longbeach.gov/district5/">https://www.longbeach.gov/district5/</a></p>

<sup>7</sup> Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. These representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

<p><b>iii.90808 (Mainly Lakewood Village, Old Lakewood City, &amp; South of Conant)</b></p>	<p>Council Member – District 5</p>	<p>a. #GOLONGBEACH biweekly newsletters available in print and e-formats from the City.  <a href="https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/">https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/</a>  b. <a href="https://www.longbeach.gov/lgb/">https://www.longbeach.gov/lgb/</a>  c. Public Notices posted on the Long Beach City Clerk webpage  <a href="https://www.longbeach.gov/cityclerk/public-notices/">https://www.longbeach.gov/cityclerk/public-notices/</a>  d. Public Meetings and Focus Groups – when hosting these, the City will provide adequate notice to the public and follow all federally prescribed guidelines regarding public comment periods. The City will make good faith effort to notify the public and will utilize visual aides, such as power-points and maps to assist the public in understanding the situation during public meetings.  e. District 5 webpage  <a href="https://www.longbeach.gov/district5/">https://www.longbeach.gov/district5/</a></p>
<p><b>iv.90815 (Stratford Square)</b></p>	<p>Council Member – District 4</p>	<p>a. #GOLONGBEACH biweekly newsletters available in print and e-formats from the City.  <a href="https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/">https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/</a>  b. <a href="https://www.longbeach.gov/lgb/">https://www.longbeach.gov/lgb/</a>  c. Public Notices posted on the Long Beach City Clerk webpage  <a href="https://www.longbeach.gov/cityclerk/public-notices/">https://www.longbeach.gov/cityclerk/public-notices/</a>  d. Public Meetings and Focus Groups – when hosting these, the City will provide adequate notice to the public and follow all federally prescribed guidelines regarding public comment periods. The City will make good faith effort to notify the public and will utilize visual aides, such as power-points and maps to assist the public in understanding the situation during public meetings.  e. District 4 webpage  <a href="https://www.longbeach.gov/district4/">https://www.longbeach.gov/district4/</a></p>
<p><b>v.90755 (Signal Hill)*</b></p>	<p>City Manager, Signal Hill</p>	<p>a. #GOLONGBEACH biweekly newsletters available in print and e-formats from the City.  <a href="https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/">https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/</a>  b. <a href="https://www.longbeach.gov/lgb/">https://www.longbeach.gov/lgb/</a>  c. Public Notices posted on the Long Beach City Clerk webpage  <a href="https://www.longbeach.gov/cityclerk/public-notices/">https://www.longbeach.gov/cityclerk/public-notices/</a></p>

<b>vi. All Other Zip Codes that include Long Beach (airport catchment area)*</b>	City of Lakewood City Manager's Office; City of Long Beach City Managers Officer and District Council Members	a. #GOLONGBEACH biweekly newsletters available in print and e-formats from the City. <a href="https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/">https://longbeach.gov/pages/city-news/sign-up-to-the-city-of-long-beach-newsletter/</a> b. <a href="https://www.longbeach.gov/lgb/">https://www.longbeach.gov/lgb/</a> c. Public Notices posted on the Long Beach City Clerk webpage <a href="https://www.longbeach.gov/cityclerk/public-notice/">https://www.longbeach.gov/cityclerk/public-notice/</a> d.
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\* These Zip Codes include areas beyond the municipal boundaries of the City of Long Beach

## **4. Effective Communication**

The City of Long Beach, Long Beach Airport 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 ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of the Long Beach Airport'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 points of contact for the public to share project or operational feedback with our office and the FAA.

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

#### **1 eComments at City Public meetings**

(<https://www.longbeach.gov/globalassets/city-clerk/media-library/documents/resources/ecomments-flyer---05052015>)

#### **2 Long Beach Airport Community Information page**

<https://www.longbeach.gov/lgb/community-information/>

#### **3 Long Beach Airport – Airport Advisory Commission** <https://www.longbeach.gov/lgb/about-us/advisory-commission/>

#### **4. Terminal Area Improvement website updates** <https://www.longbeach.gov/lgb/community-information/phase-ii-terminal-area-improvements/>

#### **5. Facebook – Long Beach Airport**

#### **6. Long Beach Airport News page** <https://www.longbeach.gov/lgb/latest-news/>

#### **7. Airport Title VI webpage -** <https://www.longbeach.gov/lgb/airlines-destinations/accessibility/long-beach-airport--title-vi-program>

## **6. Records**

This section includes the procedures **the City of Long Beach, Long Beach Airport** will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

### **Website<sup>8</sup>, In-person, and Other Storage Methods**

#### **1 Internal shared drive (restricted access to personnel staff)**

Records will be kept for community input. The records will document how **the City of Long Beach, Long Beach Airport** 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<sup>9</sup>, In-person, and Other Storage Methods**

#### **1 Internal shared drive (restricted access to personnel staff)**

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>10</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

#### **1 Voluntary disclosure by attendees or commentators via in person survey or online**

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

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<sup>8</sup> <https://www.longbeach.gov/citymanager/ethics-program/public-records-requests/>

<sup>9</sup> <https://www.longbeach.gov/citymanager/ethics-program/public-records-requests/>

<sup>10</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.

## **7. Reporting Outcomes**

**Within 30 days of the end of each fiscal year (FY),<sup>11</sup> the Long Beach Airport** will create a CPP Report for the completed 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 completed during the FY,
2. The results of those efforts for the completed 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 **the City of Long Beach, Long Beach Airport'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>11</sup> The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.