



# **SAN ANTONIO INTERNATIONAL AIRPORT**

**San Antonio International Airport  
Communication Participation Plan**

# San Antonio International Airport 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 San Antonio International Airport (SAT) 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 SAT CPP are:

Responsible Official	Title, Office, and Responsibilities
Syed Mehdi	Chief Strategy & Innovation Officer
Barbara Patton	Business Opportunity and Diversity Development
Brenda Rodriguez	Business Opportunity and Diversity Development
Joseph Gonzales	Business Opportunity and Diversity Development
Ryan Hall	Planning & Administration, Development Team
Maria Godina	Planning & Administration, Development Team
Shane Harbinson	Chief Development Officer
Steven Southers	Environmental Stewardship, Development Team
Joshua Heiss	Environmental Stewardship, Development Team
Breana Trevino	Environmental Stewardship, Development Team
Karen Ellis	Chief Customer Experience Officer
Clayton White	Customer Experience Manager
Tonya Hope	Public Relations, Customer Experience Team

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

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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.

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

1. Website <https://flysanantonio.com/>  
<http://www.sanantonio-airport.com>
2. Social media sites:  
Facebook: <https://www.facebook.com/SATairport/>  
Instagram: <https://www.instagram.com/satairport>  
Twitter: <https://twitter.com/SATairport>  
LinkedIn: <https://www.linkedin.com/company/sanantoniointernationalairportsat>
3. Post card mailouts
4. Outreach events
5. Community-wide emails
6. In Person, as appropriate

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

SAT 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**

1. Website: <https://flysanantonio.gov/>  
<http://www.sanantonio-airport.com>  
<https://flysanantonio.com/business/about-saas/title-vi/>
2. Social media sites:  
Facebook: <https://www.facebook.com/SATairport/>  
Instagram: <https://www.instagram.com/satairport>  
Twitter: <https://twitter.com/SATairport>  
LinkedIn: <https://www.linkedin.com/company/sanantoniointernationalairportsat>
3. Upon request through [BODD@sanantonio.gov](mailto:BODD@sanantonio.gov)
4. Outreach events
5. In Person

## **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).

SAT’s planning processes that lead to decisions for projects or operations or those of any sub-recipients Include all development programs on the airfield; Terminals and projects that are being grant funded as follows:

### **Planning Processes**

<b>1. Ground Load Facility</b>
<b>2. New Terminal Facility with up to 17 gates (TDP)</b>
<b>3. Employee Parking Lot relocation</b>
<b>4. Ground Support Equipment Apron</b>
<b>5. Remain Overnight Parking (North)</b>
<b>6. Badge/Security Building Relocate and Renovate new location</b>
<b>7. Public Safety Relocate and Renovate new location</b>
<b>8. Interim Operations relocation</b>
<b>9. Airport Access Rd</b>
<b>10. Utility Corridor</b>
<b>11. Airfield Safety Enhancement &amp; Improvement (ASEIP)</b>
<b>12. Admin Building</b>

SAT 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. Surveys</b>	#1,11
<b>B. Community Meetings</b>	#1,11
<b>C. City of San Antonio Website</b>	#1-12
<b>D. Social media outreach</b>	#1, 2,11
<b>E. City Council Committee updates (A and B Sessions)</b>	#1, 2,11
<b>F. Meetings with specific business interests (HOAs)</b>	#1, 2,11

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

See Community Statistics section of SAT’s Title VI Plan, for detailed discussion of Affected Communities.

The specific steps SAT will take 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.

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<sup>4</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.

<b>Affected Community</b>	<b>Key Community Reps. (CBOs, unions, leaders, etc.)<sup>5</sup></b>	<b>Focused Outreach Steps</b>
<b>i. Hill County Village</b>	Mayor Gabriel Durand-Hollis	a. Attend/sponsor events as appropriate. b. Engage city representatives with communication/educational programs.
<b>ii. Olmos Park</b>	City Manager Celia DeLeon	a. Attend/sponsor events as appropriate. b. Engage city representatives with communication/educational programs.
<b>iii. Shavano Park</b>	Mayor Bob Werner	a. Attend/sponsor events as appropriate. b. Engage city representatives with communication/educational programs.
<b>iv. Castle Hills</b>	Mayor JR Trevino	a. Attend/sponsor events as appropriate. b. Engage city representatives with communication/educational programs.
<b>v. Terrell Hills</b>	Mayor John Low	a. Attend/sponsor events as appropriate. b. Engage city representatives with communication/educational programs.
<b>vi. Alamo Heights</b>	Mayor Bobby Rosenthal	a. Attend/sponsor events as appropriate. b. Engage city representatives with communication/educational programs.
<b>vii. Hollywood Park</b>	Mayor Sean Moore	a. Attend/sponsor events as appropriate. b. Engage city representatives with communication/educational programs.
<b>viii. San Antonio</b>	Mayor Ron Nirenberg District 1 Sukh Kaur District 2 Jalen McKee-Rodriguez District 3 Phyllis Viagran District 4 Dr. Adriana Rocha District 5 Teri Castillo District 6 Melissa Cabello District 7 Marina Alderete-Gavito District 8 Manny Pelaez District 9 John Courage District 10 Marc K. Whyte	a. Present information to City Council. b. Present information to Chamber and business groups. c. Present information to community groups. d. Engagement with local schools

## **4. Effective Communication**

SAT 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 SAT’s Title VI Plan.

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<sup>5</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.

## **5. Communication Platforms**

Diverse communication platforms will be utilized to effectively reach the broadest audience. SAT 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. Website:**

<https://www.saspeakup.com>

<https://flysanantonio.gov/>

<http://www.sanantonio-airport.com>

<https://flysanantonio.com/business/about-saas/title-vi/>

**2. Social media sites:**

Facebook: <https://www.facebook.com/SATairport/>

Instagram: <https://www.instagram.com/satairport>

Twitter: <https://twitter.com/SATairport>

LinkedIn: <https://www.linkedin.com/company/sanantoniointernationalairportsat>

**3. Media Display monitors, where applicable**

**4. Local Media Outlet (Print and Media)**

## **6. Records**

This section includes the procedures SAT will follow to document 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. Website:**

<https://flysanantonio.gov/>

<http://www.sanantonio-airport.com>

**2. San Antonio International Airport IT Computer Servers**

**3. Designated SAT offices:**

City of San Antonio Aviation Department

City of San Antonio Office of the City Clerk

Records will be kept for community input. The records will document how SAT 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. Website:

<https://flysanantonio.gov/>

<http://www.sanantonio-airport.com>

2. San Antonio International Airport IT Computer Servers

3. Designated SAT offices:

City of San Antonio Aviation Department

City of San Antonio Office of the City Clerk

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>6</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

1. Surveys

2. Voluntary disclosure by attendees on electronic sign-in sheets

3. Event registration process, whenever applicable

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),<sup>7</sup>** SAT 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 the completed 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 for the prior three years will be included with SAT's Title VI Plan.

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<sup>6</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.

<sup>7</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.