

**City of Philadelphia
Department of Aviation
Title VI
Community Participation Plan
September 2023**



Philadelphia International Airport Community Participation Plan (CPP)¹

1. Administration

The purpose of this Community Participation Plan (CPP) is to ensure that stakeholders or communities affected² by Philadelphia International Airport (PHL) 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.³ 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 PHL’s CPP are:

Responsible Official	Title, Office, and Responsibilities
1. Denise Bailey	Deputy Director of Aviation/Business Diversity and Accessibility Title VI Coordinator
2. Keesha Lane	Assistant Director of Community Engagement and Outreach

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

Website, In-person, and Other Communication Methods

- 1 PHL’s Accessibility and Title VI website, <https://phl.org/at-phl/accessibility>
- 2 Stakeholder meeting informational products
- 3 <https://phl.org/about-us/contact> which routes questions related to Title VI to the Title VI coordinator

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

PHL also makes this CPP available through the following methods when engaging members of

¹ 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>

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

³ 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.

the public concerning planning efforts:

Website, In-person, and Other Distribution Methods

1. PHL's Accessibility and Title VI website, <https://phl.org/at-phl/accessibility>
 2. Via email and in-person upon request
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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).

PHL’s planning processes that lead to decisions for projects or operations that are anticipated at this time:

Planning Processes

- | |
|---|
| 1. Environmental Assessment (EA) for Economy Lot Redevelopment |
| 2. PHL Master Plan Update |

PHL seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Public meetings/hearings to review projects/plans and provide comments	#1 and #2
B. Dedicated website and comment form (https://www.phl.org/masterplanupdate)	#2
C. City of Philadelphia agency coordination meetings	#1
D. Published notice of availability for Draft Environmental Assessment	#1
E. Public notice of FAA’s Environmental decision	#1
F. Community meetings in Eastwick and Tinicum	#1 and #2

3. Identification of and Focused Outreach to Affected Communities

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

The specific steps PHL will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁴ are provided below.

Affected Community	Key Community Reps. (CBOs, leaders, etc.)	Focused Outreach Steps
i. Eastwick	<ul style="list-style-type: none"> • Eastwick United Community Development Corporation • Eastwick Friends and Neighbors Coalition 	<ul style="list-style-type: none"> a. For Environmental Assessments and Master Plan Update – host public meetings, advertise public meetings via newspaper, newsletter, and attend community meetings b. Attend community-led events such as Community Days and school-based outreach events as an information resource to the community c. Quarterly community newsletter
ii. Tincum	Tincum Township Commissioners	<ul style="list-style-type: none"> a. For Environmental Assessments and Master Plan Update – host public meetings, advertise public meeting via newspaper, and attend community meetings b. Attend community-led events such as Tincum Farmers’ Market as an information resource to the community

⁴ “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

PHL 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 PHL'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 X (Twitter) - @phlairport
2 Facebook - @PhiladelphiaInternationalAirport
3 Instagram - @phl_airport
4 LinkedIn - phlairport
5 Email communications from Airport-Outreach@phl.org
6 PHL's website: www.phl.org (including the Capital Development, Cargo, Accessibility and Title VI, and PHL News pages)
7 Printed materials at stakeholder and community group meetings
8 Press releases, webpage articles, podcasts, and media advisories
9 Community newsletters
10 https://phl.org/about-us/contact which also includes phone and email contact for PHL's Noise Office (215-937-6750 or noise@phl.org)
11 Attendance at in-person events

6. Records

This section includes the procedures PHL will follow to document of 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 PHL's Internal Title VI Teams Site

Records will be kept for community input. The records will document how PHL 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 PHL's Internal Title VI Teams Site

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sex, age, disability, languages spoken, and community membership.⁵ Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1 For business outreach events, race/ethnicity/sex of business owners and zip code of businesses will be captured through the registration process

2 For stakeholder meetings or business outreach events, when there is a post-event evaluation, voluntary information such as race, sex, and zip code will be requested as applicable.

3 The Airport will provide a voluntary survey (accordance with our Title VI Plan) to members of our Airport Advisory Board.

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

⁵ 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), PHL 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.

Annual CPP Reports will be included with PHL's Title VI Plan which covers a three-year period.