

# 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 **Santa Barbara Airport (SBA)** 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 **SBA** CPP are:

Responsible Official	Title, Office, and Responsibilities
1. John Feldhans	DBE/ACDBE Program
2. Sara Iza	Community Participation Plan
3. Angi Daus	Community Relations

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

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

1. Website <a href="https://flysba.santabarbaraca.gov/titlevi">https://flysba.santabarbaraca.gov/titlevi</a>
2. Official reports, documents, and outreach materials
3. Direct requests via email at <a href="mailto:airport@santabarbaraca.gov">airport@santabarbaraca.gov</a>

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

SBA will also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

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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 Distribution Methods

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| 1. Website <a href="https://flsba.santabarbaraca.gov/titlevi">https://flsba.santabarbaraca.gov/titlevi</a> |
| 2. Social media sites:<br>Facebook: @SantaBarbaraAirport<br>Instagram: @FlySBA<br>X (Twitter): @SBairport  |
| 3. Outreach events   |
| 4. Eblasts   |

## 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).

SBA’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are environmental analysis meetings and documents, adoption hearings, funding hearings, and all other presentations Boards and Commission for the:

Planning Processes

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|---|
| 1. Terminal Improvement Project         |
| 2. Climate Adaptation Plan              |
| 3. Local Coastal Program Update         |
| 4. Master Plan Update                   |
| 5. Drainage Master Plan                 |
| 6. General Western Aero Hangars Project |
| 7. Noise Working Group                  |
| 8. FBO Redevelopment                    |

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

Public Input Methods	Planning Process(es) that use each Method
A. Public comment - in-person or via email at Airport Commission	# 1-8
B. Public comment- in-person or via Zoom, or via email at City Council and Planning Commission	# 1-8
C. Social media outreach	# 1-6
D. Press releases	# 1-7
E. Open houses and community meetings	#1-4 and 6
F. Stakeholder meetings	# 1, 4, and 6-8

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

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

The specific steps SBA’s 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.

Affected Community	Key Community Reps.	Focused Outreach Steps
A. City of Santa Barbara	Kelly McAdoo, City Manager	<ul style="list-style-type: none"> <li>a. Engage city representatives with project communications.</li> <li>b. Attend events, board, commission, and City Council meetings.</li> <li>c. Include in Social media campaigns.</li> <li>d. Email campaign to disability groups, language-based organizations, minority and women business associations, other business groups, and city government leaders.</li> </ul>
B. City of Goleta	Robert Nisbet, City Manager	<ul style="list-style-type: none"> <li>a. Attend Quarterly City staff/Airport staff joint meetings.</li> <li>b. Engage city representatives with project communications.</li> <li>c. Attend applicable events, board, commission, and City Council meetings.</li> <li>d. Include in Social media campaigns.</li> <li>e. Email campaign to disability groups, language-based organizations, minority and women business associations, other business groups, and city government leaders.</li> </ul>
C. Eastern Goleta Valley Census Designated Place	Mona Miyasato, County Executive Officer	<ul style="list-style-type: none"> <li>a. Engage county representatives with project communications.</li> <li>b. Attend applicable events, board, and commission meetings.</li> <li>c. Include in Social media campaigns.</li> <li>d. Email campaign to disability groups, language-based organizations, minority and women business associations, other business groups, and county government leaders.</li> </ul>
D. Isla Vista Census	Mona Miyasato,	<ul style="list-style-type: none"> <li>a. Engage county representatives with project</li> </ul>

<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.

Affected Community	Key Community Reps.	Focused Outreach Steps
Designated Place	County Executive Officer	<ul style="list-style-type: none"> <li>b. communications.</li> <li>Attend applicable events, board, and commission meetings.</li> <li>c. Include in Social media campaigns.</li> <li>d. Email campaign to disability groups, language-based organizations, minority and women business associations, other business groups, and county government leaders.</li> </ul>
E. University of California, Santa Barbara Census Designated Place	Henry Yang, Chancellor	<ul style="list-style-type: none"> <li>e. Engage University representatives with project communications.</li> <li>f. Attend applicable events, board, and commission meetings.</li> <li>g. Include in Social media campaigns.</li> <li>h. Email campaign to campus disability groups, language-based organizations, minority, and women associations.</li> </ul>

#### **4. Effective Communication**

Santa Babara 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 Santa Babara 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. Posts to Website, Instagram, Twitter, NextDoor, and Facebook accounts.**
- 2. Translated all outreach materials (i.e. flyers, notices, press releases) and provide interpreters at public meetings and events.**
- 3. Attending community events.**

## **6. Records**

This section includes the procedures Santa Babara 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, In-person, and Other Storage Methods**

Comments from public meetings and outreach events are reviewed, answered, and incorporated, if appropriate. They are stored on SBA's computer network. Comments are available on request from the City Clerk.

Records will be kept for community input. The records will document how Santa Babara 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, In-person, and Other Storage Methods**

Comments from public meetings and outreach events are reviewed, answered, and incorporated, if appropriate. They are stored on SBA's computer network. Comments are available on request from 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>5</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

- 1. Voluntary disclosure by attendees in sign-in sheets during**
- 2. Voluntary disclosure by people signing up for eblasts**

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>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.

## **7. Reporting Outcomes**

**Within 30 days of the end of each fiscal year (FY),<sup>6</sup>** SBA 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 in that 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 SBA's Title VI Plan.

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<sup>6</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.