

# 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 José Mineta International Airport (SJC)** 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 SJC’s CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Magdalena Nodal	Sr. Analyst, Director’s Office Oversees the FAA’s Office of Civil Rights requirements
2 Matthew Kazmierczak	Division Manager, Director’s Office

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

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

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| 1 <a href="http://flysanjose.com">flysanjose.com</a>               |
| 2 Official reports, documents, and outreach materials              |
| 3. Postings around the Airport                                     |
| 4. In-person, Direct requests to the Airport, email, letters, etc. |

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

The San Jose Mineta International Airport (SJC) also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

<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 flysanjose.com - Relevant documents include references to the plan with information that the plan is available on our website. |
| 2 In-Person at 1701 Airport Boulevard, Suite B-1130, San José, CA 95110-1206   |
| 3. Upon Request: U.S. Postal mail or via email <a href="mailto:mnodal@sjc.org">mnodal@sjc.org</a>                                |

**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 San Jose Mineta International Airport’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

**Planning Processes**

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| 1. Coleman Commercial Development Project – City GP Amendment & Rezoning |
| 2. Amendment to the Guadalupe Gardens Master Plan                        |
| 3. Major and Minor Amendments to the Airport Master Plan                 |
| 4. Terminal B South Concourse Extension - Environmental Assessment       |

The San Jose Mineta International Airport 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>
A. Request for input via email and/or City of San Jose website	#1, 3, 4
B. Community Meetings	#1, 2, 3, 4
C. City of San Jose Planning Commission	#1, 2, 3, 4
D. Airport Commission	#1, 2, 3, 4
E. CEQA NOP Scoping/DEIR Meetings	#1, 3
F. Santa Clara County Airport Land Use Commission	#1, 2, 3
G. City of San Jose City Council Meeting	#1, 2, 3, 4

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

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

The specific steps SJC 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.

<b>Affected Community</b>	<b>Key Community Reps. (CBOs, leaders, etc.)</b>	<b>Focused Outreach Steps</b>
<b>City of San Jose</b>	Neighborhood Council, business groups and community groups	a. Regularly updates to the Airport Commission b. Regular participation in the Airport Land Use Commission, including sharing of plans c. All capital projects are presented to the San Jose City Council, which meets weekly and includes public comments, outreach, and sunshine laws d. Engage in educational programs and activities e. Attend/sponsor events as appropriate f. Regularly engage with various Chamber of Commerce and Minority Business Development Center to attend and sponsor events or meetings.
<b>City of Santa Clara</b>	Community groups, business groups, and schools	a. Attend/sponsor events as appropriate
<b>City of Sunnyvale</b>	Community groups, business groups, and schools	a. Attend/sponsor events as appropriate
<b>City of Los Gatos</b>	Community groups, business groups, and schools	a. Attend/sponsor events as appropriate
<b>City of Mountain View</b>	Community groups, business groups, and schools	a. Attend/sponsor events as appropriate

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<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**

SJC 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 when requested. See Limited English Proficiency (LEP) section of SJC’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 City of San Jose Websites

- Flysanjose.com
- [sanjoseca.gov/your-government/departments-offices/planning-building-code-enforcement/planning-division/major-development-projects](http://sanjoseca.gov/your-government/departments-offices/planning-building-code-enforcement/planning-division/major-development-projects)

2 Airport Social Media Channels (e.g. Facebook, X, Instagram, Threads & LinkedIn)

3 San Jose Mercury News Legal Postings

4 Signage around the facilities

## **6. Records**

This section includes the procedures SJC 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 Designated office of the Airport’s Planning and Development Division

2 Flysanjose.com:

- Master Plan pages:
  - <https://www.flysanjose.com/improvement>
- Title VI page:
  - <https://www.flysanjose.com/standards-and-guidelines/civil-rights>

Records will be kept for community input. The records will document how SJC considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback when appropriate. The records will be stored in the following locations:

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

1 In-Person at 1701 Airport Boulevard, Suite B-1130, San José, CA 95110-1206

2 On the following websites: [Flysanjose.com](http://Flysanjose.com) or [sanjoseca.gov](http://sanjoseca.gov)

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

**Demographic Information Collection Methods**

1. American Community Survey

2. Census Bureau Information

3. Voluntary disclosure via ASQ Survey

4. Voluntary disclosure on sign-in sheets, as appropriate

CPP records shared on FAA Connect 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 federal fiscal year (FFY), SJC will create a CPP Report for that current FFY. 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 FFY,
2. The results of those efforts for that FFY, 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 SJC's Title VI Plan which are updated every 3 years, thus the CPP Reports for the prior 3 years will be added to the Title VI 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.