Sixth Annual Federal Aviation Administration (FAA) National Civil Rights Training Conference for Airports

Conference Schedule

August 11-12, 2015 ♦ 20 F Street NW, Washington, DC 20001

Tuesday, August 11, 2015

Registration: 7:15 AM – 8:15 AM

General Session: 8:30 AM – 10:00 AM

Moderator: Harnetta Williams, Director, National Policy and Compliance

8:30 – 8:40 Welcome/Remarks: Mamie Mallory, Assistant Administrator, Office of Civil Rights

8:40 – 8:50 Program Update: Wilbur Barham, Deputy Director, National Policy & Compliance

8:50 – 9:00 Program Update: Michael Freilich, Director, National External Operations Program

9:00 – 9:10 Legal Update: Elizabeth Newman, Senior Attorney, Airports Law Branch

9:10 – 9:20 Small Business Update: Nyime Gilchrist, Manager, Bonding Education Program USDOT OSDBU

9:20 – 9:45 Panel Q&A: Wilbur Barham, Michael Freilich, Elizabeth Newman, Nyime Gilchrist

9:45 – 10:00 Airport Awards Presentation: Michael Freilich, Mamie Mallory

Break: 10:00 AM – 10:15AM
**DBE/ACDBE: Monitoring and Enforcement**

*Understand what you are required to do and participate in a discussion on how to accomplish these tasks.*

Airports are required to implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award is actually performed by the DBEs.

**Presenters:**

*Ricky Watson, FAA Office of Civil Rights*

**Title VI, LEP and EJ: Best Practices**

Hear from airport sponsors about their Title VI, Limited English Proficiency (LEP) and Environmental Justice (EJ) experiences/programs.

This session is an opportunity for you to learn how airports handle their Title VI, LEP and EJ programs. The panelists will share their Title VI, LEP and EJ experiences/programs. You will also have an opportunity to discuss best practices and share ideas.

**Presenters:**

*Yovannie Storms, Orlando International Airport (MCO)*  
*Mary Beth Thompson, Phoenix International Airport (PHX)*

**ADA/504: Airport Disability Compliance Program Overview**

Have a Question for Airport Disability Compliance Program (ADCP) staff? Come engage with ADCP staff.

This session will provide attendees a summary/overview of the roles, scope and jurisdiction of the ADCP. Attendees will become familiar with the mission and vision of the ADCP and find the ADCP to be their go-to resource on matters pertaining to airport accessibility.

**Presenters:**

*Elisha Luyeho, FAA Office of Civil Rights*  
*Sophia Soler, FAA Office of Civil Rights*  
*Tyrone Thomas, FAA Office of Civil Rights*

**Lunch (on your own): 12:00 PM – 1:15 PM**
**Tuesday, August 11: Concurrent Breakout Sessions**
**1:30 PM – 3:15 PM**

### DBE/ACDBE: Counting and Commercially Useful Function

*Learn about/discuss key areas of counting participation, and learn more about what constitutes a commercially useful function.*

**DBE**
Join a discussion on how to count DBE participation. Discuss relevant factors to determining whether a DBE is performing a commercially useful function.

**ACDBE**
Discuss how car rental companies’ revenue counts toward ACDBE goals, and how ACDBE participation is counted for items other than car rentals.

**Presenters:**

*Martha Kenley, Federal Highway Administration Office of Civil Rights*
*Elizabeth Unrath, FAA Office of Civil Rights*

### Title VI, LEP and EJ: Title VI Compliance Reviews

*Oh no! We are having a Title VI compliance review! Now what?*

This session will walk you through a typical Title VI compliance review. Hear from airport sponsors about their Title VI compliance review experience. Discuss, in small groups, with the panelists their experiences and address your concerns.

**Presenters:**

*Laura Beebe, Palm Beach International Airport (PBI)*
*Janet Long, FAA Office of Civil Rights*
*Cecy Mungaray, El Paso International Airport (ELP)*

### ADA/504: Airport Accessibility Best Practices

*How may I enhance the accessibility of programs and services at my airport?*

This session will provide attendees an opportunity to discuss, with other airports, about accessibility best practices implemented at different size airports nationwide.

**Presenters:**

*Brian Cobb, Cincinnati/Northern Kentucky International Airport (CVG)*
*Jorge Garcia, San Francisco International Airport (SFO)*

**Break:** 3:00 PM – 3:15 PM
Tu esday, August 12: Concurrent Breakout Sessions  
3:15 PM – 5:00 PM

DBE/ACDBE: Reporting and Upcoming dbE-Connect Development

*When and how to report participation.*

Get an up close and personal look at the FAA’s new dbE-Connect system. Learn about future development goals for the system and how they will benefit you.

Presenters:

Britney Berry, Federal Transit Administration Office of Civil Rights  
Nancy Cibic, FAA Office of Civil Rights  
Justin Talbot-Stern, B2G Now

Title VI, LEP and EJ: Regulations/Requirements

*Learn what regulations address Title VI, LEP and EJ.*

This session will review the various regulations and other requirements for Title VI, LEP and EJ. Learn what they say and how to apply them to your programs. Interact with the panelists to ensure you understand what’s expected.

Presenters:

Marcus England, FAA Office of Civil Rights  
Alyssa Lareau, Department of Justice

ADA/504: Regulatory Updates

*Learn more about 49 CFR 27 Final Rule.*

Secretary Foxx signed the Final Rule on July 29. Learn more about the additional regulatory requirements for airport operators from the drafters of this rule.

Presenters:

Maegan Johnson, DOT Office of the Secretary  
Jill Laptosky, DOT Office of the Secretary  
Elizabeth Newman, FAA Airports Law Branch  
Supriya Raman, FAA Office of Civil Rights

Note: Registration is open from 7:15 AM – 8:15 AM tomorrow (August 12)
### DBE/ACDBE: Participation Utilization

*Learn about one of the program’s major initiatives – furthering the development of DBEs*

Discuss ways you can assist DBEs to move into non-traditional areas of work, compete in the marketplace outside the DBE program, and how you can provide training and assistance.

**Presenters:**

Keturah Pristell, FAA Office of Civil Rights

### Title VI, LEP and EJ: EJ in General and the FAA EJ MOU

*What is EJ and what do I need to do? What is this FAA EJ Memorandum of Understanding (MOU) I’ve heard about?*

This session will review what EJ is in general, an airport's responsibilities, etc. The session will also discuss the MOU the FAA Office of Civil Rights has with the FAA Airports Division. Get further clarification on EJ requirements.

**Presenters:**

Kevin Olp, U.S. Environmental Protection Agency  
Frank San Martin, FAA Office of Airports  
Cherry Smith, FAA Office of Civil Rights

### ADA/504: Self-Assessment, Accessible Communications

*Is your communication system accessible? Come join the discussion on accessible communication.*

Develop a deeper understanding of the interdependence of accessible communication, disability etiquette, and the importance of self-evaluation.

**Panelists:**

Bruce Bailey, U.S. Access Board  
Tyrone Thomas, FAA Office of Civil Rights

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**Break:** 10:00 AM – 10:15 AM
Wednesday, August 12: Concurrent Breakout Sessions
10:15 AM – 12:00 PM

DBE/ACDBE: DBE and ACDBE Goal Setting

Explore goal-setting. Tips and learn how others are doing it successfully.

Discuss ways you can assist DBEs to move into non-traditional areas of work, compete in the marketplace outside the DBE program, and how you can provide training and assistance.

Presenters:

Nancy Cibic, FAA Office of Civil Rights

Title VI, LEP and EJ: Language Assistance Plans and Incorporating LEP into the Airport Emergency Plan

Why would you want a language assistance plan? How to and why incorporate LEP into the airport emergency plan?

This session will discuss language assistance plans, what they are, why you want to have one, what you would include in one, etc. The session will also discuss including LEP into the airport’s emergency plan, including the where and why.

Presenters:

Shelly James-Msuya, FAA Office of Civil Rights
Supriya Raman, FAA Office of Civil Rights
Brian Rushforth, FAA Office of Airports

ADA/504: ADA - What has happened in the past 25 years, Current State of Affairs in Air Travel

Let’s discuss what has happened in the past 25 years, as well as, the current State of Affairs in Air Travel.

This session will present an overview of airport accessibility achievements in the last quarter century, present ongoing challenges, and the current state of affairs in air travel.

Presenter(s):

Elisha Luyeho, FAA Office of Civil Rights
Laurel Van Horn, Open Doors Organization

Lunch (on your own): 12:00 PM – 1:15 PM
Note: Variation in the next set of breakout sessions.

**Wednesday, August 12: Concurrent Breakout Sessions**

1:30 PM – 5:00 PM

| DBE/ACDBE: |
|------------------|------------------|
| **Good Faith Efforts (1:30 PM – 2:30 PM)** |
| *What are good faith efforts and when do they apply?* |
| Discuss the 2014 regulatory changes and how they should be incorporated. Review GFE evaluation factors and key components to a well-written decision. |
| **Presenters:** |
| Keturah Pristell, FAA Office of Civil Rights |

| Certification - What to look for and the Top 15 Certification Mistakes! (2:45 PM – 5:00 PM) |
| **Demystify the act of certification.** |
| Learn what to look for in order to declare eligibility and discover USDOT’s list of top certification mistakes. |
| **Presenters:** |
| Sam Brooks, DOT Office of Civil Rights |
| Dolores Leyva, FAA Office of Civil Rights |
| Cindy Olivares, Airport Concession Consultants, Inc. |
| Marc Pentino, DOT Office of Civil Rights |

| Title VI, LEP and EJ: |
|------------------|------------------|
| **Title VI and Grant Assurances (1:30 PM – 4:00 PM)** |
| *A review of the Title VI grant assurances required in contractual agreements.* |
| This session will discuss the Title VI grant assurances required in airport sponsor contractual agreements, the guiding documents, etc. Ask the experts your questions. |
| **Presenters:** |
| Howard Caro-Lopez, DOT Office of Civil Rights |
| Nicole Hendrick, Department of Justice |
| Nancy Williams, FAA Office of Airports |

| Wrap-Up (4:00 PM – 5:00 PM) |
Emerging Technologies at Commercial Service Airports (1:30 – 4:00 PM)

A discussion on technological services available to airports.

An overview of various emerging technologies at airports - SFO (Indoor nav); GRR [Loop system]; BWI [Intelligent parking]; CVG (iPad ASL, language line).

Presenter(s):

Brian Cobb, Cincinnati/Northern Kentucky International Airport (CVG)
Tom Ecklund, Gerald R. Ford International Airport (GRR)
Neal Heaton, Baltimore Washington International Airport (BWI)
Supriya Raman, FAA Office of Civil Rights

Wrap-Up (4:00 PM – 5:00 PM)

Thank you for attending the conference!