August 30, 2023 version

Lehigh Valley International Airport
Community Participation Plan (CPP)[1]

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected[2] by Lehigh Valley International Airport (ABE) 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 the ABE CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Colin Riccobon	Director, Public & Government Relations
2 Paula Bonstein	Manager, Customer Experience

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

Website, In-person, and Other Communication Methods
1 www.flyabe.com under LNAA approved documents
2. In person at Lehigh Northampton Airport Authority, 3311 Airport Road, Allentown PA 18109
3. Stakeholders meetings

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

[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.

ABE 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. www.flyabe.com under LNAA approved documents
2. In person or US Mail at Lehigh Northampton Airport Authority, 3311 Airport Road, Allentown PA 18109
3. Via email or hard copy by contacting **Colin Riccobon, (610) 231-5284, criccobon@flyabe.com**

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).

ABE's planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes
1. Runway 6-24 Pavement Rehabilitation
2. Rehabilitate Taxiway A
3. Terminal Roadway Rehabilitation
4. Rehabilitate Air Carrier Apron
5. Replace Maintenance Facility Fuel Tanks
6. Taxiway D Construction
7. Construct Parking Garage
8. Rehabilitate & Realign Terminal Roadways
9. LNAA Board of Governors Monthly Meetings

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

Public Input Methods	Planning Process(es) that use each Method
A. Public Meeting with comment period	# 9
B. Advertise on website and social media	#1-9
C. Post notice in publications	#1-9
D. Email Community Organizations	#1-9
E. Post on PennBid.net	#1-8
F. Advertise in community-focused media	#1-9
G. Attend community organized events	N/A
H. Post with the Chambers of Commerce	#1-8
I. Distribution to State Legislative Districts	#1-8

3. Identification of and Focused Outreach to Affected Communities

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

The specific steps ABE 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.

[4] "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. (CBOs, unions, leaders, etc.)[5]	Focused Outreach Steps
i.	18014	Catasauqua Legion 215 State Representative Jeanne McNeill Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls
ii.	18015	Lehigh University Hispanic Center Lehigh Valley Community Action Lehigh Valley Greater Lehigh Valley Chamber of Commerce Lower Saucon Township Office LaMega Radio Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls
iii.	18017	Lehigh Valley Economic Development Corporation LaMega Radio	a. Emails b. Phone Calls
iv.	18018	Bethlehem Chamber of Commerce Lehigh Valley Hispanic Chamber Moravian University	a. Emails b. Phone Calls
v.	18020	Workforce Development Board Lehigh Valley LaMega Radio	a. Emails b. Phone Calls
vi.	18032	North Catasauqua Council LaMega Radio	a. Emails b. Phone Calls
vii.	18037	Lehigh Valley Chamber of Commerce – North Whitehall	a. Emails b. Phone Calls
viii.	18045	Lafayette University Lehigh Valley Economic Development Corporation LaMega Radio	a.Emails b. Phone Calls

[5] Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. There 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.

ix.	18049	Western Lehigh Chamber of Commerce Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls
x.	18052	Lehigh Valley Economic Development Corporation LaMega Radio	a. Emails b. Phone Calls
xi.	18055	Greater Lehigh Valley Chamber of Commerce Hellertown Office Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls
xii.	18059	Hispanic Center Lehigh Valley Lehigh Valley Economic Development Corporation'	a. Emails b. Phone Calls
xiii.	18064	Greater Lehigh Valley Chamber of Commerce – Nazareth Office Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls
xiv.	18067	Greater Lehigh Valley Chamber of Commerce – Northampton Office LaMega Radio	a. Emails b. Phone Calls
xv.	18080	LaMega Radio	a. Emails b. Phone Calls
xvi.	18101	Allentown Chamber of Commerce County of Lehigh LaMega Radio	a. Emails b. Phone Calls
xvii.	18102	Hispanic American Organization LaMega Radio PA State Representative Pete Schweyer Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls
xviii.	18104	Greater Lehigh Valley Chamber of Commerce LaMega Radio Muhlenberg College Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls
xix.	18106	LaMega Radio Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls
xx.	18109	LaMega Radio Lehigh Valley Economic Development Corporation	a. Emails b. Phone Calls

4. Effective Communication

ABE 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 ABE'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. LNAA's Airport website: www.flyabe.com
2. Facebook @Lehigh Valley International Airport (ABE)
3. LinkedIn @Lehigh Valley International Airport (ABE)
4. X (Twitter) - @FlyABE_
5. Email communications civilrights@lnaa.com
6. Printed materials at stakeholder and community group meetings.

6. Records

This section includes the procedures **ABE** 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 LNAA's internal IT Network

Records will be kept for community input. The records will document how ABE 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 LNAA's internal IT Network

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.[6] Demographic information will be requested by the following methods:

Demographic Information Collection Methods
• Participants are asked to submit voluntary confidential demographic via survey.
• LNAA Board of Governors collects demographic date upon a members appointment
• Voluntary disclosure by attendees in sign-in sheets or through registration process

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),[7] ABE 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 during 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 will be included with ABE's Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

[6] 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] 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.