

SIXTH FAA NATIONAL TRAINING CONFERENCE FOR AIRPORTS

20 F Street NW Conference Center

Washington, DC

August 11 – 12, 2015

Tuesday, August 11, 2015

Registration: 7:00 a.m. – 8:15 a.m.

General Session

8:30 a.m. – 10:00 a.m.

Moderator: Marcus H. England

8:30 – 8:35 Welcome: TBD

8:35 – 8:45 Michael Freilich, Director, FAA Office of Civil Rights National External Operations Program

8:45 – 8:55 Wilbur Barham, Director, FAA Office of Civil Rights National Policy & Compliance Program

8:55 – 9:00 Beth Newman, Staff Attorney, FAA Airports Law Branch

9:00 – 9:05 USDOT Update

9:05 – 9:50 Keynote Speaker: TBD

9:50 – 10:00 Q&A

Break

10:00 a.m. – 10:15 a.m.

Breakout Sessions (concurrent)

10:15 a.m. – 12:00 p.m.

DBE/ACDBE	TITLE VI, LEP, EJ	ADA/504
<u>Counting DBE and ACDBE Participation</u>	<u>Title VI, LEP and EJ Best Practices</u>	<u>Airport Disability Compliance Program Overview</u>
<i>Learn about and discuss the key areas of counting DBE and ACDBE participation.</i>	<i>Hear from airport sponsors about their Title VI, Limited English Proficiency (LEP) and Environmental Justice (EJ) experiences/programs.</i>	<i>Have a Question for Airport Disability Compliance Program (ADCP) staff? Come engage with ADCP staff.</i>
<u>DBE</u> Understand how to count DBE participation.	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.	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.
<u>ACDBE</u> Discuss how car rental companies' revenue counts toward ACDBE goals and how ACDBE participation is counted for items other than car rentals.		

Lunch (on your own)

12:00 p.m. – 1:15 p.m.

Tuesday, August 11, 2015 (continued)

Breakout Sessions (concurrent)

1:30 p.m. – 3:00 p.m.

DBE/ACDBE	TITLE VI, LEP, EJ	ADA/504
<p><u>Reporting DBE and ACDBE Participation</u></p> <p><i>Learn the difference between DBE and ACDBE participation reporting.</i></p> <p><u>DBE</u> The Uniform Report of DBE Awards or Commitments and Payments must be transmitted to the FAA each December 1. Learn and discuss how to complete the form.</p> <p><u>ACDBE</u> The Uniform Report of ACDBE Participation must be transmitted to the FAA each March 1.</p> <p><i>Each session includes a demo of dbE-Connect and a preview of the new reporting form.</i></p>	<p><u>Title VI Compliance Reviews</u></p> <p><i>Oh no! We are having a Title VI compliance review! Now what?</i></p> <p>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.</p>	<p><u>Airport Accessibility Best Practices</u></p> <p><i>How may I enhance the accessibility of programs and services at my airport?</i></p> <p>This session will provide attendees an opportunity to discuss with other airports about accessibility best practices implemented at different size airports nationwide.</p>

Break

3:00 p.m. – 3:15 p.m.

Breakout Sessions (concurrent)

3:15 p.m. – 5:00 p.m.

DBE/ACDBE	TITLE VI, LEP, EJ	ADA/504
<p><u>Small Business Program Element</u></p> <p><i>Discuss how your small business program is working.</i></p> <p>Your DBE program must include an element to structure contracting requirements to facilitate competition by small business concerns. Learn and discuss ways to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.</p>	<p><u>Title VI, LEP and EJ Regulations/Requirements</u></p> <p><i>Learn what regulations address Title VI, LEP and EJ.</i></p> <p>This session will review the various regulations and other requirements for Title VI, LEP and EJ. Learn what these items say and how to apply them to your programs. Interact with the panelists to ensure you understand what's expected.</p>	<p><u>Airport ADA/504 Regulations</u></p> <p><i>Discuss and interact with others about what regulations address ADA/504.</i></p> <p>Comprehensive review of regulations and their impact on one's daily job at an airport. Topics include parking structures, restrooms, loading zones. Real life case scenarios will illustrate accessibility compliance needs.</p>

Wednesday, August 12, 2015

Registration: 7:00 a.m. – 8:15 a.m.

Breakout Sessions (concurrent)

8:30 a.m. – 10:00 a.m.

DBE/ACDBE	TITLE VI, LEP, EJ	ADA/504
<p><u>Monitoring and Fraud Detection</u></p> <p><i>Understand what you are required to do and participate in a discussion on how to accomplish it.</i></p> <p>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. This mechanism must include a provision for a running tally of actual payments to DBE firms, and a means of comparing these attainments to commitments.</p>	<p><u>EJ in General and the FAA EJ MOU</u></p> <p><i>What is EJ and what do I need to do? What is this FAA EJ Memorandum of Understanding (MOU) I've heard about?</i></p> <p>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.</p>	<p><u>Airport Accessibility: Self-Assessment, Accessible Communications</u></p> <p><i>Is your communication accessible? Come join the discussion on accessibility communication.</i></p> <p>Develop a deeper understanding of the interdependence of accessible communication, disability etiquette, and importance of self-evaluation.</p>

Break

10:00 a.m. – 10:15 a.m.

Breakout Sessions (concurrent)

10:15 a.m. – 12:00 p.m.

DBE/ACDBE	TITLE VI, LEP, EJ	ADA/504
<p><u>Goal Setting</u></p> <p><i>Setting DBE and ACDBE goals.</i></p> <p>How to set overall DBE and ACDBE three year goals including project goals, goal accountability report, and how to make adjustments throughout the three year cycle.</p>	<p><u>Language Assistance Plans and Incorporating LEP into the Airport Emergency Plan</u></p> <p><i>Why would you want a language assistance plan? How and why incorporate LEP into the airport emergency plan?</i></p> <p>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.</p>	<p><u>ADA 25th Anniversary & Accessible Air Travel</u></p> <p><i>Let's discuss what has happened in the past 25 years, as well as, the current State of Affairs in Air Travel.</i></p> <p>This session will present an overview of airport accessibility achievements in the last quarter century, present challenges, including the current state of affairs in air travel.</p>

Lunch (on your own)

12:00 p.m. – 1:15 p.m.

Wednesday, August 12, 2015 (continued)

Breakout Sessions (concurrent)

1:30 p.m. – 4:00 p.m.

DBE/ACDBE	TITLE VI, LEP, EJ	ADA/504
<p><u>Certification - What to look for and the Top 15 Certification Mistakes</u></p> <p><i>Demystify the act of certification.</i></p> <p>Learn what certifiers are looking for in order to declare eligibility and discover USDOT's list of top certification mistakes.</p>	<p><u>Title VI and Grant Assurances</u></p> <p><i>A review of the Title VI grant assurances required in contractual agreements.</i></p> <p>This session will discuss the Title VI grant assurances required in airport sponsor contractual agreements, the guiding documents, etc. Ask the experts your questions.</p>	<p><u>Emerging Technologies at Commercial Service Airports</u></p> <p><i>A discussion on technological services available to airports.</i></p> <p>An overview of various emerging technologies at airports SFO (Indoor nav); (GRR [Loop system]); BWI [Intelligent parking]; CVG (iPad ASL, language line).</p>

Wrap-Up (concurrent)

4:00 p.m. – 5:00 p.m.