

Title VI Complaint Procedures

These procedures are for complaints of discrimination, other than employment discrimination, by the Long Island MacArthur Airport. They apply to discrimination by airport employees, contractors, concessionaires, lessees, or tenants of the Long Island MacArthur Airport facilities based upon race, creed, color, national origin, or sex, including but not necessarily limited to complaints under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. They cover any program or activity administered by the Long Island MacArthur Airport.

Any person who feels that he or she has been subjected to discrimination on the basis of race, creed, color, national origin, or sex has the right to file a complaint with the Airport. These procedures do not deny or limit the right of a complainant to file a formal complaint with an outside agency, such as the U.S. Department of Transportation or Federal Aviation Administration (FAA), or to seek private legal counsel regarding discrimination.

Complaints must be filed within 180 days after the alleged discriminatory event, must be in writing, and must be delivered to one of the following:

By Mail to:

Mr. Steve Siniski
Airport Administrative Supervisor
Long Island MacArthur Airport
100 Arrival Avenue, Suite 100
Ronkonkoma, NY 11779
631-467-3300 ext. 1383
www.FlyMacArthur.com

By email to:SSINISKI@islipny.gov

Complainants may also file a written complaint directly with the FAA:

By mail to: Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Ave. SW
Washington, D.C. 20591

1. If a complaint is received, the Title VI Coordinator will provide written acknowledgment to the complainant within ten (10) business days.
2. Upon the receipt of a written complaint, the Airport will investigate and attempt an early resolution.
3. Within 15 days of receiving a written complaint, the Title VI Coordinator will forward a copy of the complaint to the FAA Airport Nondiscrimination Compliance Program Team, along with a statement describing all actions taken to resolve the matter and the results of such actions. The Title VI Coordinator will work with the Airport Nondiscrimination Compliance Program Team during this process.
4. The Title VI Coordinator will make every effort to complete discrimination complaint investigations within sixty (60) calendar days after the written complaint is received, but recognizes that some investigations may take longer. The Title VI Coordinator will document each investigation in an investigation report.

Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations

FAA Notification. The Title VI Coordinator will notify the FAA of any pending investigations, including: (1) civil rights compliance reviews,² and (2) complaints, lawsuits, or other investigations alleging noncompliance based on race, color, national origin, sex, sexual orientation, gender identity, age, or creed under Title VI or related requirements by airport employees, contractors, concessionaires, lessees, or tenants,³ relative to the LONG ISLAND MACARTHUR AIRPORT's activities, within 15 days of notice to LONG ISLAND MACARTHUR AIRPORT. For each new investigation, the Title VI Coordinator will forward a copy of the notice or a summary of the pending activity to the FAA Regional Civil Rights staff. At regular intervals, or upon completion or resolution, the Title VI Coordinator will also provide statement of the status or outcome to the FAA Regional Civil Rights staff. For each existing investigation initiated within five (5) years of this plan, the Title VI Coordinator will also provide a statement of the status or outcome to the FAA Regional Civil Rights staff, unless previously provided.

Complaints

49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination, other than employment discrimination, against the Long Island Macarthur Airport. They apply to discrimination by airport employees, contractors, concessionaires, lessees, or tenants of the Airport, or at Airport facilities based upon race, color, national origin, age, disability, sex, sexual orientation, gender identity, or creed, including but not necessarily limited to complaints under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. They cover any program or activity administered by the LONG ISLAND MACARTHUR AIRPORT.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin, age, disability, sex, sexual orientation, gender identity, or creed has the right to file a complaint with the Airport. These procedures do not deny or limit the right of a complainant to file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the FAA, or to seek private legal counsel regarding discrimination.

Receipt of Complaint. The Title VI Coordinator will log in the complaint and promptly send copies of the complaint to the Commissioner's Office.

²Includes any Title VI, ADA, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

³Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Steve Siniski
Airport Administrative Supervisor
Long Island MacArthur Airport
100 Arrival Avenue, Suite 100
Ronkonkoma, NY 11779
631-467-3300 ext. 1383
SSINISKI@islipny.gov

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport's Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request to individuals unable to file a written complaint due to a disability.

Initial Procedure. The Title VI Coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the Title VI Coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral. All complaints received by Long Island Macarthur Airport employees, airlines (inside the terminal), concessionaires, contractors, lessees, or tenants, alleging discrimination based on race, color, national origin, sex, sexual orientation, gender identity, age, disability [unless addressed separately], or creed, must be promptly forwarded to the Title VI Coordinator within 48 hours of notification.

FAA Notification. A copy of all complaints based on race, color, national origin, sex, sexual orientation, gender identity, age, or creed, alleging a violation of Title VI or related requirements by airport employees, contractors, concessionaires, lessees, or tenants, relative to the airport's activities, will be forwarded to the FAA within 15 days of receipt. The Title VI Coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof to the FAA Regional Civil Rights staff. Complaints based on disability do not have to be forwarded to FAA.

Investigation Procedure

Assignment of Investigator. The Title VI Coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The Title VI Coordinator will promptly investigate all discrimination complaints, including those referred by the Federal Aviation Administration (FAA) for

investigation. If the FAA is investigating a complaint against the Long Island MacArthur Airport, the Title VI Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Title VI Coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received but recognizes that some investigations may take longer.

Contact with Complainant. The Title VI Coordinator will meet with the complainant to clarify the issues and obtain additional information.

Investigation Report. After completing the investigation, the Title VI Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Title VI Coordinator will consult with Legal Counsel regarding the investigation and the report.

Prompt Resolution of Disputes. The Title VI Coordinator will quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state the Airport's conclusion regarding whether unlawful discrimination occurred and will describe the complainant's appeal rights.

Appeal and Final Administrative Action. If the complainant disagrees with the written response or conclusion, the complainant may appeal in writing to the Airport Commissioner. The written appeal must be received within 14 business days after receipt of the written decision. The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal. The Town of Islip will issue a final written decision in response to the appeal.

Copies to FAA. Copies of each Title VI complaint, a summary of the investigation report, any response, and the Airport's transmittal letter to the complainant will be sent to the FAA via the FAA Civil Rights Connect System.

Avoiding Future Discrimination. In addition to taking action with respect to any specific instances of discrimination, the Sponsor will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. Sponsor's employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact:

Steve Siniski
Airport Administrative Supervisor
Long Island MacArthur Airport
100 Arrival Avenue, Suite 100
Ronkonkoma, NY 11779
631-467-3300 ext. 1383
SSINISKI@islipny.gov

This complaint procedure is shared with the public through the following methods:

Website, In-person, and Other Distribution Methods

1 <https://macarthurairport.com/kids-3/title-vi-procedures>

The online publicly available version of the complaint procedure is available at <https://macarthurairport.com/kids-3/title-vi-procedures>.