



## FAA and Airport Document Sharing/Airport Main File

In addition to the Document Vault, FAA may also share documents with an airport in the Airport Main File and the Airport User may also share documents with the FAA in the Airport Main.

**NOTE:** Use this section only for attaching general documents. Do NOT attach programs, goals, Uniform Reports, complaints, compliance reviews or assessments. Documents for these sections should be attached in the specific section.

To share a document with FAA, do the following:

- Go to the Airport File
- Click View Next to the Airport
- Page down to the bottom left and click on Add File
- Choose the File (upload)
- Select the file type
- Enter a file title
- Click on Attach File
- The file is shown on the airport Main screen at the bottom of the page





FAA Civil Rights Connect

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/AirportView.asp?AirportID=F8C7912506C8F37A89702C7663A550590E32D1527F66737

AC/DBE Doc Vault  
Account Profile  
Print Page  
FAA Help Desk  
Logoff

|                                  |  |
|----------------------------------|--|
| Airport Name                     | Minneapolis St. Paul International Airport (MAC)                                       |
| Airport Identifier               | HSP  |
| Airport Authority                | Metropolitan Airports Commission (MAC)   |
| Recipient                        | Metropolitan Airports Commission (MAC)   |
| Region                           | Great Lakes Region   |
| Hub Type                         | Large Hub  |
| Airport Type                     | Primary  |
| Core Airport                     | Yes  |
| Airport DBELO                    | Anita Bellant  |
| Airport ACDBELO                  | Anita Bellant  |
| Airport Title VI Coordinator     | Anita Bellant  |
| Airport ADA/Sec. 504 Coordinator | Anita Bellant  |
| FAA DBE/ACDBE Specialist         | Nancy Cibic  |
| FAA Title VI Specialist          | Jonathan Klein   |
| FAA ADA/Sec. 504 Specialist      | Tyrone Thomas  |
| Physical Address                 | Metropolitan Airports Commission<br>6040 28th Avenue South<br>Minneapolis<br>MN, 55450 |
| Mailing Address                  | Metropolitan Airports Commission<br>6040 28th Avenue South<br>Minneapolis<br>MN, 55450 |

Files

| Actions | Type             | File                | Added                      |
|---------|------------------|---------------------|----------------------------|
|         | General Document | ADP guide           | 5/22/2018 by Nancy Cibic   |
|         | Airport Document | Airport Layout Plan | 5/21/2018 by Anita Bellant |

Add File Use only for attaching general documents. Do NOT attach programs, goals, Uniform Reports, or assessments.

Contact FAA Help Desk | © 2018 B2Gnow

FAA Civil Rights Connect

https://faatest.civilrightsconnect.com/FAA/Functions/Airport/FileAdd.asp?RecordType=26B8F1ABF12E1F8C0C7010C7FD97DF36EC5CF5E38A58710&RecordID=0168BF24A9A28FDF9355519624DE8444AEF4E452A01279F

Test System  
Dashboard  
Airports  
AC/DBE Doc Vault  
Account Profile  
Logoff

## FAA Civil Rights Connect

### Add File

Click the **Browse** button to select a file on your computer, then click **Attach File** to upload. You may only attach files one at a time and the maximum permissible size is 10 megabytes.

**\* Required Fields**

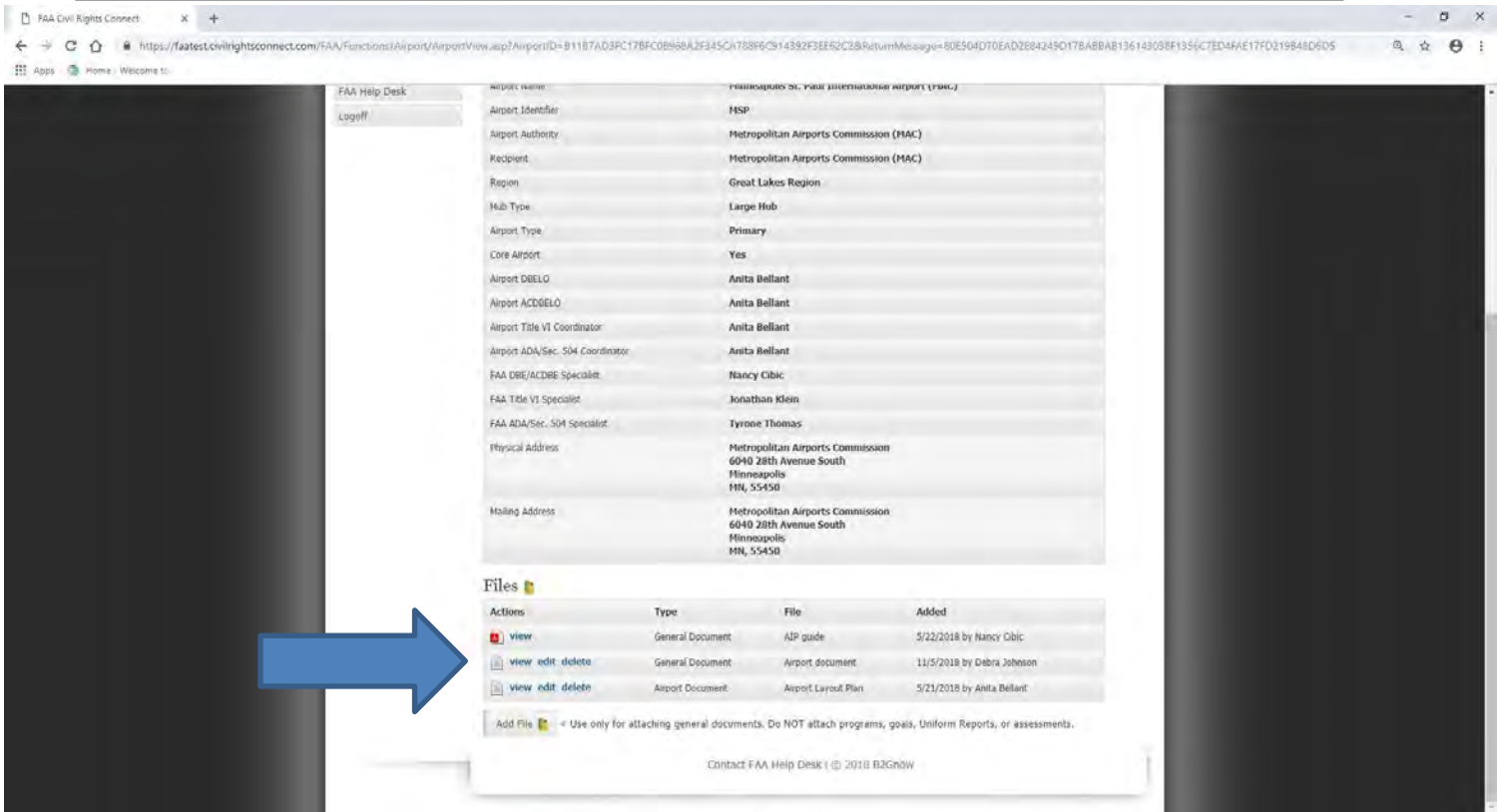
Select File \*  General airp...ocument

File Type \*

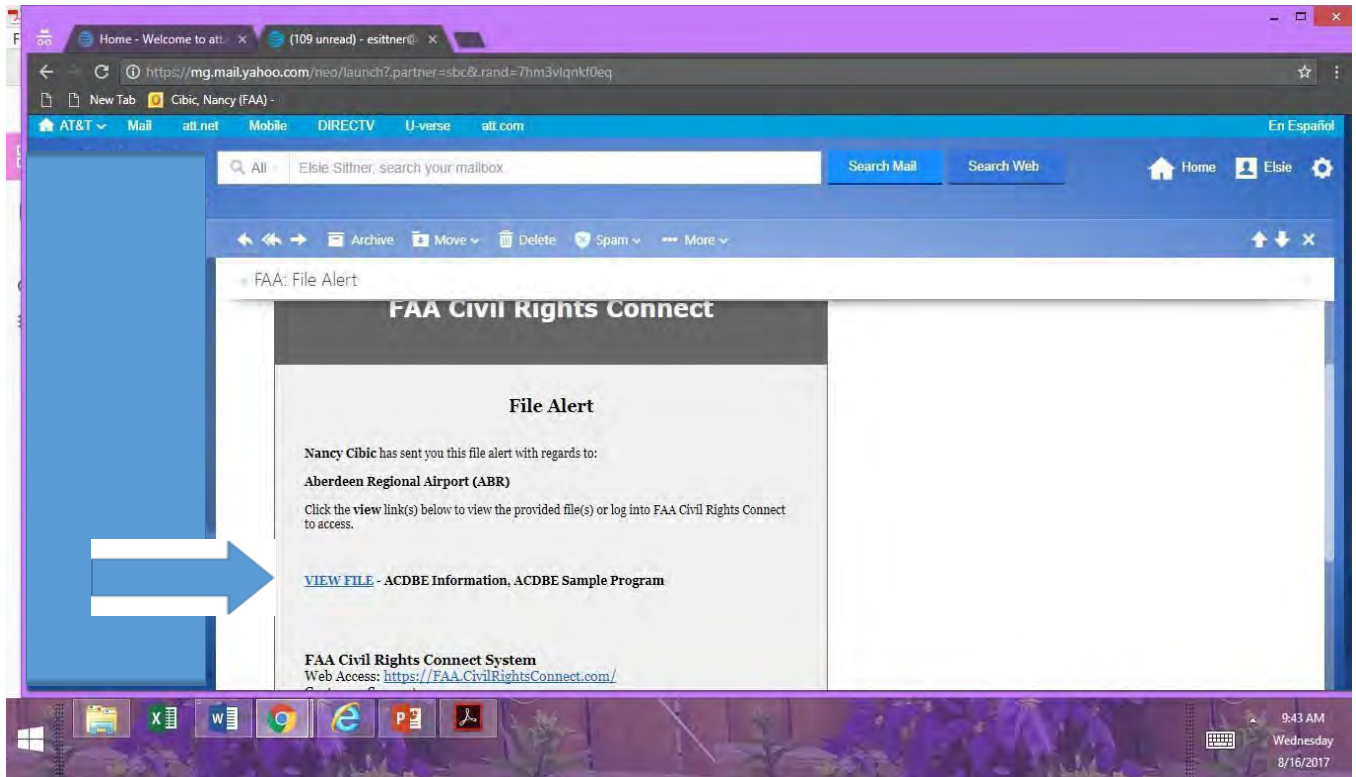
File Title \*

File Description

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If FAA shares a document, you will receive an email message. You can access the document by clicking on the link in the email message or by logging into your user account and accessing the Airport Main tab. See screen shots below. See screen shot below of the email message you will receive notifying you that a document has been uploaded by FAA.





**Airport Main - Document shared by the airport marked by blue arrow. Click View to view the document.**

The screenshot shows a web browser window with the URL <https://test.dbconnect.com/FAA/Functions/Airpo>. The page displays information for an airport, including contact details and a list of files. A blue arrow points to the 'view' link for the 'goals' document in the file list.

|                                   |  |
|-----------------------------------|--|
| DBELO                             | Rhea Ketterling  |
| ACDBELO                           | Rhea Ketterling  |
| ADA/Sec. 504                      | Not assigned   |
| FAA DBE/ACDBE Point of Contact    | Nancy Cbic   |
| FAA ADA/Sec. 504 Point of Contact | Tyrone Thomas  |
| Physical Address                  | 123 South Lincoln St Aberdeen<br>Aberdeen<br>SD, 57401 |
| Mailing Address                   | 123 South Lincoln St Aberdeen<br>Aberdeen<br>SD, 57401 |

**Files**

| Actions  | Type             | File        | Added                      |
|--|------------------|-------------|----------------------------|
| <a href="#">view</a>   | Airport document | goals       | 2/21/2017 by Nancy Cbic    |
| <a href="#">view</a> <a href="#">edit</a> <a href="#">delete</a> | Airport document | part 26     | 2/21/2017 by Elsie Sittner |
| <a href="#">view</a>   | Airport document | screen shot | 2/21/2017 by Nancy Cbic    |

< Use only for attaching general documents. Do NOT attach programs, goals, Uniform Reports, or self assessments.

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| Regional Airport DBE/ACDBE Program Compliance Team Specialists (ACR-4A)   |   |              |  |   |
|---|---|--------------|--|---|
| Region  | Name  | Phone        | Email  | Mailing Address   |
| <b>All Regions – Detail</b>   | <b>Sheila Chulick</b><br><i>Equal Opportunity Assistant</i> | 424-405-7203 | <a href="mailto:Sheila.Chulick@faa.gov">Sheila.Chulick@faa.gov</a> | Federal Aviation Administration Western-Pacific Regional Office<br>Office of Civil Rights<br>777 S. Aviation Blvd, Suite #150<br>El Segundo, CA 90245 |
| <b>Alaskan Region</b>   | Sonia Cruz  | 424-405-7206 | <a href="mailto:Sonia.Cruz@faa.gov">Sonia.Cruz@faa.gov</a>         | Federal Aviation Administration Western-Pacific Regional Office<br>Office of Civil Rights<br>777 S. Aviation Blvd, Suite #150<br>El Segundo, CA 90245 |
| <b>Central Region – Iowa, Kansas, Missouri, Nebraska</b>  | Ofelia Medina   | 424-405-7205 | <a href="mailto:Ofelia.Medina@faa.gov">Ofelia.Medina@faa.gov</a>   | Federal Aviation Administration Western-Pacific Regional Office<br>Office of Civil Rights<br>777 S. Aviation Blvd, Suite #150<br>El Segundo, CA 90245 |
| <b>Eastern Region – Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia</b>         | Diane L. Gillam   | 305-716-1232 | <a href="mailto:Diane.L.Gillam@faa.gov">Diane.L.Gillam@faa.gov</a> | Federal Aviation Administration Southern Regional Office<br>1701 Columbia Ave.<br>College Park, GA 30337  |
| <b>Great Lakes Region – Illinois, Indiana, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin</b> | Nancy Cibic   | 847-294-7182 | <a href="mailto:Nancy.Cibic@faa.gov">Nancy.Cibic@faa.gov</a>       | FAA Great Lakes Regional Office<br>Office of Civil Rights, AGL-9<br>2300 E. Devon Ave<br>Des Plaines, IL 60018  |
| <b>New England Region – Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont</b>             | Thomas Knox   | 424-405-7208 | <a href="mailto:Thomas.Knox@faa.gov">Thomas.Knox@faa.gov</a>       | Federal Aviation Administration Western-Pacific Regional Office<br>Office of Civil Rights<br>777 S. Aviation Blvd, Suite #150<br>El Segundo, CA 90245 |



|  |                            |                     |   |   |
|--|----------------------------|---------------------|---|---|
| <p><b>Northwest Mountain Region</b> – Colorado, Idaho, Montana, Oregon, Utah, Washington, Wyoming</p>  | <p>Sonia Cruz</p>          | <p>424-405-7206</p> | <p><a href="mailto:Sonia.Cruz@faa.gov">Sonia.Cruz@faa.gov</a></p>                 | <p>Federal Aviation Administration Western-Pacific Regional Office<br/>Office of Civil Rights<br/>777 S. Aviation Blvd, Suite #150<br/>El Segundo, CA 90245</p> |
| <p><b>Southern Region</b> – Alabama, Kentucky, Mississippi, Tennessee<br/>Florida, Georgia, North Carolina, South Carolina, Puerto Rico, and US Virgin Islands</p> | <p>Herlinda J. Bradley</p> | <p>609-485-9589</p> | <p><a href="mailto:Herlinda.J.Bradley@faa.gov">Herlinda.J.Bradley@faa.gov</a></p> | <p>Federal Aviation Administration Great Lakes Regional Office<br/>Office of Civil Rights, AGL-9<br/>2300 E. Devon Ave<br/>Des Plaines, IL 60018</p>            |
| <p><b>Southwest Region</b> – Arkansas, Louisiana, New Mexico, Oklahoma, Texas</p>  | <p>Kirk K. Brouwer</p>     | <p>718-553-3053</p> | <p><a href="mailto:Kirk.K.Brouwer@faa.gov">Kirk.K.Brouwer@faa.gov</a></p>         | <p>Federal Aviation Administration Eastern Regional Office<br/>Office of Civil Rights, Room 217<br/>159-30 Rockaway Blvd<br/>Jamaica, NY 11434</p>              |
| <p><b>Western-Pacific Region</b> – American Samoa, Guam, Hawaii, Arizona, California – Northern<br/>California – Southern Nevada</p>                               | <p>Shaun A. Bouy</p>       | <p>267-702-5190</p> | <p><a href="mailto:Shaun.A.Bouy@faa.gov">Shaun.A.Bouy@faa.gov</a></p>             | <p>Federal Aviation Administration Western-Pacific Regional Office<br/>Office of Civil Rights<br/>777 S. Aviation Blvd, Suite #150<br/>El Segundo, CA 90245</p> |





| Regional ADCP ANCP Program Compliance Team Specialists (ACR-4B)   |                         |              |  |  |
|---|-------------------------|--------------|--|--|
| Region  | Name                    | Phone        | Email  | Mailing Address  |
| <b>Alaskan and Western-Pacific Regions</b><br><br>ADA/504 and Title VI Specialist for FAA Alaskan Region, Hawaii, and Pacific Islands   | Jonathan Klein          | 424-405-7202 | <a href="mailto:Jonathan.Klein@faa.gov">Jonathan.Klein@faa.gov</a>                   | Federal Aviation Administration Western-Pacific Regional Office Office of Civil Rights 777 S. Aviation Blvd, Suite #150 El Segundo, CA 90245 |
| <b>Northwest Mountain and Southwestern Regions</b><br><br>ADA/504 and Title VI Specialist for FAA Southwestern Region; Title VI Specialist for Oregon and Washington            | Sherri Anderson-Beasley | 405-954-5550 | <a href="mailto:Sherri.Anderson-Beasley@faa.gov">Sherri.Anderson-Beasley@faa.gov</a> | Mike Monroney Aeronautical Center 6500 S. MacArthur Blvd. Headquarters Bldg., Suite 120 Oklahoma City, OK 73169                              |
| <b>Central, Great Lakes, and New England Regions</b><br><br>ADA/504 and Title VI Specialist for FAA Central and New England Regions; Title VI Specialist for Great Lakes Region | Perry A. Canales        | 718-553-3297 | <a href="mailto:Perry.A.Canales@faa.gov">Perry.A.Canales@faa.gov</a>                 | Federal Aviation Administration Eastern Regional Office Office of Civil Rights, Room 217 159-30 Rockaway Blvd. Jamaica, NY 11434             |
| <b>Eastern, Northwest Mountain, and Southern Regions</b><br><br>ADA/504 Specialist for FAA Eastern and Southern Regions; Title VI Specialist for Utah                           | Elisha Luyeho           | 847-294-7238 | <a href="mailto:Elisha.Luyeho@faa.gov">Elisha.Luyeho@faa.gov</a>                     | Federal Aviation Administration Great Lakes Regional Office Office of Civil Rights, AGL-9 2300 E. Devon Ave. Des Plaines, IL 60018           |



| Regional ADCP ANCP Program Compliance Team Specialists (ACR-4B)  |              |              |  |  |
|--|--------------|--------------|--|--|
| Region   | Name         | Phone        | Email  | Mailing Address  |
| <p><b>Eastern and Southern Regions</b></p> <p>Title VI Specialist for FAA Eastern and Southern Regions</p>   | Cherry Smith | 718-553-3299 | <a href="mailto:Cherry.Smith@faa.gov">Cherry.Smith@faa.gov</a>   | Federal Aviation Administration Eastern Regional Office Office of Civil Rights, Room 217 159-30 Rockaway Blvd. Jamaica, NY 11434   |
| <p><b>Great Lakes and Northwest Mountain Regions</b></p> <p>ADA/504 Specialist for FAA Great Lakes and Northwest Mountain Regions; Title VI Specialist for Colorado</p>                      | Ty Thomas    | 847-294-7180 | <a href="mailto:Tyrone.Thomas@faa.gov">Tyrone.Thomas@faa.gov</a> | Federal Aviation Administration Great Lakes Regional Office Office of Civil Rights, AGL-9 2300 E. Devon Ave. Des Plaines, IL 60018 |
| <p><b>Northwest Mountain and Western-Pacific Regions</b></p> <p>ADA/504 and Title VI Specialist for Arizona, California, and Nevada; Title VI Specialist for Idaho, Montana, and Wyoming</p> | Melissa Wu   | 718-553-3443 | <a href="mailto:Melissa.Wu@faa.gov">Melissa.Wu@faa.gov</a>       | Federal Aviation Administration Eastern Regional Office Office of Civil Rights, Room 217 159-30 Rockaway Blvd. Jamaica, NY 11434   |