

DBE, Title VI and ADA Compliance: How to Be Better Prepared When FAA Calls

Christy L. Kinard, General Counsel
Memphis-Shelby County Airport Authority

ACI-NA Business of Airports Conference

June 11, 2019



Memphis-Shelby County Airport Authority

Organizational Chart – General Counsel



- 2006 General Counsel In-House
 - Secretary, Ethics Officer
- 2013 Business Diversity In-House
- 2014 Associate Airport Counsel NEW
 - Records Management Coordinator (PRRs), Electronic Transactions Implementor
- 2016 Reorg – BDD Reports to GC
 - DBE and ACDBE Compliance
 - ADA Coordinator, Title VI Coordinator
- 2018 Regulatory Compliance Program Administrator NEW
 - ADA Coordinator, Title VI Coordinator
 - Records Management Coordinator, Contracts Compliance Administrator



Involvement in Compliance Issues

1. Policy Drafting
2. Complaint and Accommodation Request Procedures Drafting
3. Compliance Team Identification
4. Contract Provision Updates
5. Website and Poster Content Review
6. Employee Training
7. Self-Evaluation Tasks and Timeline Creation
8. Community Outreach Opportunity Identification

Be Well-Prepared for Compliance Review



- Three Words: Organization, Organization, Organization!!!
 - Know your team members
 - Develop a checklist

Be Well-Prepared to Respond to Findings

- Three Words: Organization, Organization, Organization!!!
 - Know your team members
 - Prepare a checklist

Questions?

Christy L. Kinard
General Counsel
Memphis-Shelby County Airport Authority
(901)922-8018
ckinard@flymemphis.com

