

Kenai Municipal Airport Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **Kenai Municipal Airport** 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 **Kenai Municipal Airport** CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Derek Ables	Airport Manager
2 Sarah Conley	Admin. Assistant

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

Website, In-person, and Other Communication Methods
1 https://www.kenai.city/bc-airport-commission
2 Airport Office at 305 North Willow Street, suite 200 Kenai, Alaska 99611

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

Kenai Municipal Airport also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

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.

Website, In-person, and Other Distribution Methods

1. <https://www.kenai.city/airport>
2. Airport Office at 305 North Willow Street, suite 200
Kenai, Alaska 99611

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).

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

Planning Processes

1. Runway Rehabilitation
2. Master Plan
3. Taxiway Rehabilitation
4. Development of Hangars and Leases
- 5.
- 6.

Kenai Municipal Airport seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Airport Commission Meetings	#1,2,3,4
B. City Council Meetings	#1,2,3,4
C. Master Plan meetings	# 2
D.	#
E.	#
F.	#

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of **Kenai Municipal Airport's** Title VI Plan, for detailed discussion of Affected Communities.

The specific steps **the Kenai Municipal Airport** 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.

Affected Community	Key Community Reps. (CBOs, leaders, etc.)	Focused Outreach Steps
i. Kenai	Airport Manager, City Manger, Mayor, Airport Commission	a. Schedule Planning Meetings b. Advertise c. Reach out
ii.		a. b. c.
iii.		a. b. c.
iv.		a. b. c.
v.		a. b. c.
vi.		a. b. c.

⁴ "Affected communities" means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

4. Effective Communication

Kenai Municipal Airport 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 materials in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of **Kenai Municipal Airport'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 contact information for the public to share project or operational feedback with our office and the FAA.

Social Media, Monitors, and Other Communication Platforms

1 Airport Website

2 Notices

6. Records

This section includes the procedures **Kenai Municipal Airport** 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 In-person

2 Airport Drive

Records will be kept for community input. The records will document how **Kenai Municipal Airport** 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 In-person

2 Airport Drive

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.⁵ Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1 Voluntary Disclosures

2

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), Kenai Municipal Airport will create a CPP Report for that current 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 that FY,
2. The results of those efforts for that 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 **Kenai Municipal Airports's** Title VI Plan when it is updated every 3 years.

⁵ 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.

Appendix 1

Complete only if required by Section 3

Title VI regulation require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the **Kenai Municipal Airport** will be able to identify, understand, and engage with communities. In doing so, the **Kenai Municipal Airport** needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by **Kenai Municipal Airport's** airport program.

Affected Communities ⁶	Population
<i>Kenai</i>	<i>14712</i>

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

Low Income Communities⁷

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” **Kenai Municipal Airport** is collecting information about affected and potentially affected low-income communities. According to *U.S. Census Report, S1701: Poverty Status in the Past 12 Months*, the overall poverty level for Kenai is approximately **15.4 %**. The poverty rate remains **similar** compared with the rest of the **state**. The poverty rates for the specific Affected Communities are as follows.

Affected Communities	Poverty Rate
<i>Kenai</i>	<i>15.4%</i>

⁶ “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

⁷ Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows⁸:

Affected Community: Kenai
Total Affected Community Population: 14,712

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	<i>10596</i>	<i>72%</i>
<i>Black or African American</i>	<i>118</i>	<i>1%</i>
<i>American Indian or Alaska Native</i>	<i>1592</i>	<i>11%</i>
<i>Asian</i>	<i>401</i>	<i>3%</i>
<i>Native Hawaiian or Other Pacific Islander</i>	<i>27</i>	<i>0.2%</i>
<i>Hispanic or Latino</i>	<i>964</i>	<i>7%</i>
<i>More than one</i>	<i>1610</i>	<i>7%</i>

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that **Kenai Municipal Airport** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages⁹ that are spoken in LEP households in the Affected Communities. The data source is **American Community Survey**

The threshold we have used for identifying the languages with significant LEP populations is the DOT safe harbor threshold, which is 5% or 1,000, whichever is less.¹⁰ The safe harbor for our community is **740**. Please refer to the end of this document to find data for all languages in our community.

⁸ Recommend using demographic groups from the U.S. Census.

⁹ Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

¹⁰ See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
<i>None</i>		

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
<i>None</i>				

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include:

Additional Languages Spoken
<i>None</i>

This information is updated annually¹¹ through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
<i>U.S. Census Bureau</i>	<i>https://data.census.gov/table/ACSDT5Y2015.B16001?q=b16001&g=860XX00US99611</i>

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- *Airport Customer Service Office will conduct surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services every 3 years. The survey includes a voluntary request for demographic information.*
- *Participants at small business workshops, pre-bid meetings, and other public meetings will be asked to complete an anonymous survey that includes demographic information.*

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods

- *Employees are asked to submit voluntary confidential demographic information at time of hiring.*
- *Every 3 years, the airport administration sends an email to all board members asking them to voluntarily and anonymously enter demographic information through an online survey.*

Appendix 2

¹¹ Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

Complete only if required by Section 4

In creating a Language Assistance Plan, the **Kenai Municipal Airport** will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities

Language
<i>Spanish</i>
French
Russian
Italian
German
Other North American Languages

Kenai Municipal Airport also collects data for languages spoken by airport guests.¹² Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
<i>Interactions in the Administration office</i>	<i>N/A</i>

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
<i>None</i>

¹² We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the **Kenai Municipal Airport** of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

Translation Vendors	Languages
<i>None</i>	

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
<i>None</i>	

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
<i>None.</i>	

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
<i>None</i>	