

**KENAI AIRPORT COMMISSION
REGULAR MEETING
7/11/24– 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
Telephonic/Virtual Information Below
<http://www.kenai.city>**

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. SCHEDULED PUBLIC COMMENTS *(Public comment limited to ten (10) minutes per speaker)*

C. UNSCHEDULED PUBLIC COMMENT *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*

D. APPROVAL OF MINUTES

1. June 13, 2024 **Pg. 2**

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. **Discussion/Recommendation** – Recommending approval of the Title VI Plan and Community Participation Plan. **Pg. 6**

G. REPORTS

1. Airport Manager
2. Commission Chair
3. City Council Liaison **Pg. 42**

H. ADDITIONAL PUBLIC COMMENT

I. NEXT MEETING ATTENDANCE NOTIFICATION – August 8, 2024

J. COMMISSION QUESTIONS AND COMMENTS

K. ADJOURNMENT

L. INFORMATIONAL ITEMS

1. Administrative Report **Pg. 45**

Registration is required to join the meeting remotely through Zoom. Please use the link below to register:

<https://us02web.zoom.us/meeting/register/tZAsc-CrrzgJE91I4onMTJit9515p-cKox5N>

**KENAI AIRPORT COMMISSION – REGULAR MEETING
JUNE 13, 2024 – 6:00 P.M.
KENAI CITY COUNCIL CHAMBERS
210 FIDALGO AVE., KENAI, AK 99611
CHAIR GLENDA FEEKEN, PRESIDING**

ACTION MINUTES

A. CALL TO ORDER

A Regular Meeting of the Airport Commission was held on June 13, 2024, in the Kenai City Council Chambers, Kenai, AK. Chair Feeken called the meeting to order at approximately 6:00 p.m.

1. Pledge of Allegiance

Chair Feeken led those assembled in the Pledge of Allegiance.

2. Roll Call

There were present:

Glenda Feeken, Chair
James Bielefeld
James Zirul

Paul Minelga, Vice Chair
Daniel Knesek
Joshua Belter

A quorum was present.

Absent:

Jacob Caldwell

Also in attendance were:

Derek Ables, Airport Manager
Sarah Conley, Airport Administrative Assistant
Henry Knackstedt, City Council Liaison

3. Agenda Approval

Chair Feeken noted the following additions to the packet:

Add Item F.7

Discussion/Recommendation – Recommending Council Approve a 1-Year Extension to Joel Caldwell for Lease Improvements.

- Memo
- Request Letter

Add Item L.2

Informational Items

- Airport Landscaping

MOTION:

Commissioner Bielefeld **MOVED** to approve the agenda with the requested revisions. Commissioner Knesek **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED.**

B. SCHEDULED PUBLIC COMMENTS - None.

C. UNSCHEDULED PUBLIC COMMENTS - None.

D. APPROVAL OF MINUTES

1. May 9, 2024

MOTION:

Commissioner Bielefeld **MOVED** to approve the May 9, 2024 Airport Commission minutes, with an amendment to note that Dan Pitts attended the meeting. Commissioner Knesek **SECONDED** the motion.

VOTE: There being no objection; **SO ORDERED**.

E. UNFINISHED BUSINESS – None.

F. NEW BUSINESS

1. **Discussion/Recommendation** – Recommending Council Award a Special Use Permit to Kenai Aviation Operations, LLC for 1200 Square Feet of Apron Space for Shipping of Fish.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council award a Special Use Permit to Kenai Aviation Operations, LLC. Vice Chair Minelga **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED**.

2. **Discussion/Recommendation** – Recommending Council Award a Special Use Permit to Echo Lake Meats for 20 Square Feet of Terminal Space to Operate a Vending Machine.

MOTION:

Vice Chair Minelga **MOVED** to recommend City Council award a Special Use Permit to Echo Lake Meats. Commissioner Bielefeld **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED**.

3. **Discussion** – Title VI Plan and Community Participation Plan.

Airport Manager Ables gave a staff report from information provided in the packet.

There was discussion; concerns were expressed about the complexity of the document, how it will affect staff's workload and budget, and whether it is needed. Commissioner Bielefeld spoke in opposition.

4. **Discussion/Recommendation** – Recommending a 1-Year Extension to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for Lease Improvements.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approve a 1-Year Extension to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for Lease Improvements. Commissioner Knesek **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

5. **Discussion/Recommendation** – Recommending Council Award a Special Use Permit to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection for 30,000 Square Feet of Apron Space.

MOTION:

Commissioner Zirul **MOVED** to recommend City Council award a Special Use Permit to the State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection. Commissioner Bielefeld **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

6. **Discussion/Recommendation** – Recommending Council Award a Concession Agreement for ATM Machine Services to Tyler Distributing.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council award a Concession Agreement for ATM Machine Services to Tyler Distributing. Commissioner Zirul **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

7. **Discussion/Recommendation** – Recommending Council Approve a 1-Year Extension to Joel Caldwell for Lease Improvements.

MOTION:

Commissioner Bielefeld **MOVED** to recommend City Council approve a 1-Year Extension to Joel Caldwell for Lease Improvements. Commissioner Zirul **SECONDED** the motion.

Airport Manager Ables gave a staff report from information provided in the packet.

UNANIMOUS CONSENT was requested on the motion.

VOTE: There being no objection; **SO ORDERED.**

G. REPORTS

1. Airport Manager – Airport Manager Ables reported on the following:
 - Reviewed the report provided in the packet.
 - TSA Security inspection went well.
 - The Airport held a retirement party for Jim Lackey.
 - Attended a meeting on post-season ice and snow control.
 - Air Fair on June 8th.
 - Commission goals approved at last City Council meeting.
 - June 19th City Council meeting will include a presentation on the results of leakage study.
 - Taxiway Sierra plan submitted.
2. Commission Chair – Chair Feeken reported that she attended the Air Fair and handed out information at the Airport Commission's booth.

3. City Council Liaison – Council Member Knackstedt reported on recent actions of the City Council.

H. **ADDITIONAL PUBLIC COMMENTS** – None.

I. **NEXT MEETING ATTENDANCE NOTIFICATION** – July 11, 2024

J. **COMMISSION QUESTIONS AND COMMENTS**

New Commissioners were welcomed.

K. **ADJOURNMENT**

L. **INFORMATIONAL ITEMS**

1. Airport Administrative Report

There being no further business before the Airport Commission, the meeting was adjourned at 6:46 p.m.

I certify the above represents accurate minutes of the Airport Commission meeting of June 13, 2024.

Meghan Thibodeau
Deputy City Clerk



"Serving the Greater Kenai Peninsula"

305 N. WILLOW ST. SUITE 200 KENAI, ALASKA 99611

TELEPHONE 907-283-7951

FAX 907-283-3737

Memo

To: Airport Commission

From: Derek Ables – Airport Manager

Date: July 3, 2024

Subject: Title VI and Community Participation Plan

To receive Federal Grants the Airport has been required to comply with Title VI requirements. The new requirement is putting these requirements into a plan. On June 27th Airport Management met with the Equal Opportunity Compliance Specialist from the Federal Aviation Administration Office of Civil Rights to review these documents.

Does the Airport Commission recommend the Federal Aviation Administration Office of Civil Rights approve the Title VI and Community Participation Plans?

Kenai Municipal Airport Sponsor Title VI Plan

1. Title VI Policy Statement¹

Kenai Municipal Airport assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

Kenai Municipal Airport further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Kenai Municipal Airport agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the **Kenai Municipal Airport** will take action to involve them and the general public in the decision-making process.

Kenai Municipal Airport requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between **Kenai Municipal Airport** and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Derek Ables, available at 907-283-7951 and dables@kenai.city is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

Signature
Derek Ables
Airport Manager

6/30/24

Effective Date

6/30/27

3-Year Expiration Date

¹ This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

2. Administration

Airport Commission, has reviewed and adopted this Title VI Plan for **Kenai Municipal Airport**. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the **Airport Director**, or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the **Airport Commission** and resubmittal to FAA.

In addition to the Coordinator and Airport Sponsor's leadership, the following people also assist with our Title VI program requirements:

Staff Supporting Title VI Program	Airport Sponsor Program / Office
<i>Sarah Conley</i>	<i>Airport Administration</i>
<i>Derek Ables</i>	<i>Airport Administration</i>

Kenai Municipal Airport has the following airport program sub-recipients:

Sub-Recipients
<i>none</i>

As of the date of this plan, **the Kenai Municipal Airport** has the following pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
<i>FAA BIL AIG</i>	<i>3-02-01442-075-2024</i>	<i>\$34,950</i>

"In addition, **the Kenai Municipal Airport** sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State of Alaska DOT):

Federal Source	Grant Number	Amount
<i>FAA AIP</i>	<i>Unassigned</i>	<i>\$1,258,543</i>
FAA AIP	Unassigned	\$765,916

Updated information for pending and awarded grant applications will be available through the following methods:

Federal Source	Grant Award Information Available at:
-----------------------	--

FAA AIP	https://www.faa.gov/airports/aip/
DHS	www.DHSgrantinfor.gov

3. Grant and Procurement Assurances

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

Kenai Municipal Airport will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/grant_assurances/#current-assurances.

Clauses/Covenants

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/. Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. **Kenai Municipal Airport** requires, Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

4. Title VI Coordinator Responsibilities

The Coordinator is responsible for ensuring that they and other staff supporting the Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to **Kenai Municipal** leadership on the status of Title VI compliances.

- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator **has** requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

5. Notice

49 CFR Part 21 Appendix C(b)(2)(ii)

Kenai Municipal Airport will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The Coordinator ensures that these posters are visible, accessible,² and maintained. The poster template is available at

² For more information about website accessibility, please visit ADA.gov.

https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/ and a completed copy is attached. See Section 15 Appendix.

Kenai Municipal Airport has posted the above Title VI policy statement at its staff offices.

Kenai Municipal Airport will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan **will be** distributed by **December 30th, 2024** by email.

Posters are displayed in **the** terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
<i>Terminal</i>	<i>3</i>	<i>NA</i>	<i>NA</i>

Outreach to Affected Communities

The Kenai Municipal Airport ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in social media, general circulation newspapers, community newspapers, and email broadcast. **The Kenai Municipal Airport** contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities³ and provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

Detailed information on our public notice and outreach procedures is available in the Kenai Municipal Airport CPP. A copy of the CPP is available at <https://www.kenai.city/airport> A copy of each CPP report completed since the last Title VI Plan is available at: <https://www.kenai.city/airport>

Kenai Municipal Airport will create a detailed CPP by **June 30th, 2024**. A copy of the plan will be available at <http://www.kenaiairport.com>

³ We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

To ensure that the community is effectively informed of and able to participate in public hearings, **the Kenai Municipal Airport** includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

6. Community Statistics

Title VI regulations 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 program.

Affected Communities ⁴	Population
<i>Kenai 99611</i>	<i>14,712</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 Communities⁵

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 99611 is approximately **15.4 %**. The poverty rate remains higher, compared with the rest of the **state at 11.0%**. The poverty rates for the specific Affected Communities are as follows

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.

⁵ 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.

Affected Communities	Poverty Rate
<i>Kenai 99611</i>	<i>15.4%</i>

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 follows⁶:

Affected Community: <u><i>Kenai 99611</i></u>		
Total Affected Community Population: <u><i>14,712</i></u>		
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>11%</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 languages⁷ 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 LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.⁸ The safe harbor for our community is 740. Please refer to the end of this document to find data for all

⁶ Recommend using demographic groups from the U.S. Census.

⁷ 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.

⁸ 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 in our community.

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

Currently no language spoken by LEP Persons meet safe harbor threshold for Kenai.

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

Additional Languages Spoken

<i>None</i>

This information is updated annually⁹ 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.B</i>

⁹ 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.

	16001?q=b16001&g=860XX00US99611

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 conducts 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 will be 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 will send an email to all board members asking them to voluntarily and anonymously enter demographic information through a paper form or survey.*

7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no **Kenai Municipal** activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.¹⁰

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
<i>Runway 2L</i>	<i>Kenai</i>
<i>Runway 2R</i>	<i>Kenai</i>
<i>Runway 2W</i>	<i>Kenai</i>
<i>Terminal</i>	<i>Kenai</i>

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
<i>Runway 2L</i>	<i>None</i>
<i>Taxiway Sierra Addition</i>	<i>None</i>
<i>Westside Hangars</i>	<i>None</i>
<i>Taxiway A/B/C/D/E/K/L/M</i>	<i>None</i>
<i>Apron</i>	<i>None</i>
<i>Willow Street</i>	<i>None</i>

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts:

Facilities or Construction Projects with Disparate Impacts	Affected Community Impacted	Impact Can Be Eliminated?
<i>None</i>		

¹⁰ In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

--	--	--

Justifications:

Facilities or Construction Projects	Justification
<i>None</i>	<i>M/A</i>

8. Limited English Proficiency (LEP)

Executive Order 13166

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

Kenai Municipal Airport will also collect data for languages spoken by airport guests.¹¹ 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>

¹¹ 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.

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>

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>	<i>None</i>

10. Minority Businesses
49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

Airport Business Opportunity	Minority Business Outreach Methods
<i>Rental Car Concessions</i>	<i>Advertised through local newspaper, minority and woman owned business outreach, City of Kenai website, information located in Airport</i>

	<i>Office</i>
<i>Food and Beverage</i>	<i>Advertised through local newspaper, minority and woman owned business outreach, City of Kenai website, Information located in Airport Office</i>
<i>Security Contract</i>	<i>Advertised through local newspaper, minority and woman owned business outreach, City of Kenai website, Information located in Airport Office</i>

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with **the Airport Office**.

11. Training

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the Coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided every 3 years.

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

FAA Notification. The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements¹²
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements¹³

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, **Kenai Municipal Airport must** notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the Coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the Coordinator will also provide a statement about the outcome, unless previously provided.

13. Title VI Complaints

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters¹⁴
3. Allege misconduct by the **Kenai Municipal Airport or its sub-recipients**, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the **Kenai Municipal Airport** including airport employees, contractors, concessionaires, lessees, or tenants.

¹² Includes any Title VI, ADA, Sec. 504, 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.

¹³ Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

¹⁴ Complaints 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.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the **Kenai Municipal Airport**.¹⁵ Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The Coordinator will log in the complaint and promptly send copies of the complaint to the office named in the complaint and the Airport Manager.

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

Derek Ables, Airport Manager]
305 North Willow Street, suite 200, Kenai, Alaska 99611,
907-283-7951
dables@kenai.city

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 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 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 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 Title VI complaints must be promptly forwarded to the Coordinator within **3 regularly scheduled working days**.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Coordinator was notified). The 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 Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will **upload to the FAA Civil Rights Connect System, which issues automated notifications to FAA staff**. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

Investigation Procedure

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

Cooperation with FAA. The Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against **Kenai Municipal Airport** the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Coordinator will make every effort to complete discrimination complaint investigations within **60** calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The Coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

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

Consultation with Legal Counsel. In each case, the Coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through *joint meetings and negotiation*.

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 **Kenai Municipal Airport's** conclusion regarding whether unlawful discrimination occurred, and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via *the FAA Civil Rights Connect System*.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the **City Manager**.
- The written appeal must be received **within 30** 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 **City Manager** will issue a final written decision in response to the appeal.

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

Intimidation and Retaliation Prohibited. **Kenai Municipal Airport** 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 **Derek Ables**

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

Website, In-person, and Other Distribution Methods

1 *Airport website, <https://www.kenai.city/airport/page/airport-supporting-documents>*

2 Airport Office, 305 North Willow Street, suite 200, Kenai, Alaska 99611

14. Population / Language Data

	ZCTA5 99611					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	14,712	±732	2,271	±701	15.4%	±4.8
AGE						
Under 18 years	3,501	±370	636	±341	18.2%	±9.5
Under 5 years	942	±207	152	±152	16.1%	±15.8
5 to 17 years	2,559	±362	484	±253	18.9%	±9.3
Related children of householder under 18 years	3,492	±370	627	±339	18.0%	±9.5
18 to 64 years	8,728	±618	1,434	±399	16.4%	±4.6
18 to 34 years	3,518	±411	716	±250	20.4%	±6.8
35 to 64 years	5,210	±484	718	±248	13.8%	±4.8
60 years and over	3,384	±367	304	±151	9.0%	±4.5
65 years and over	2,483	±326	201	±98	8.1%	±4.1
SEX						
Male	7,634	±452	1,083	±307	14.2%	±4.1
Female	7,078	±450	1,188	±441	16.8%	±6.0
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	10,596	±645	1,498	±560	14.1%	±5.1
Black or African American alone	118	±56	0	±16	0.0%	±19.0
American Indian and Alaska Native alone	1,592	±373	607	±320	38.1%	±16.9
Asian alone	401	±212	24	±31	6.0%	±7.1
Native Hawaiian and Other Pacific Islander alone	27	±51	0	±16	0.0%	±50.1
Some other race alone	368	±205	5	±16	1.4%	±4.6
Two or more races	1,610	±337	137	±121	8.5%	±7.5
Hispanic or Latino origin (of any race)	964	±245	32	±42	3.3%	±4.5
White alone, not Hispanic or Latino	10,368	±640	1,474	±560	14.2%	±5.2
EDUCATIONAL ATTAINMENT						
Population 25 years and over	9,863	±577	1,314	±400	13.3%	±4.1
Less than high school graduate	563	±170	148	±81	26.3%	±12.7
High school graduate (includes equivalency)	3,357	±493	564	±223	16.8%	±6.6
Some college, associate's degree	3,720	±432	519	±243	14.0%	±6.0
Bachelor's degree or higher	2,223	±370	83	±66	3.7%	±2.9
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	6,512	±532	697	±241	10.7%	±3.6
Employed	5,933	±528	488	±177	8.2%	±2.9
Male	3,477	±342	309	±145	8.9%	±4.0
Female	2,456	±297	179	±92	7.3%	±3.6
Unemployed	579	±222	209	±133	36.1%	±19.1
Male	361	±185	135	±123	37.4%	±26.4
Female	218	±92	74	±49	33.9%	±20.5
WORK EXPERIENCE						
Population 16 years and over	11,528	±621	1,760	±479	15.3%	±4.2
Worked full-time, year-round in the past 12 months	3,776	±502	105	±68	2.8%	±1.7
Worked part-time or part-year in the past 12 months	3,092	±400	568	±225	18.4%	±6.7
Did not work	4,660	±516	1,087	±322	23.3%	±6.7
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	969	±377	(X)	(X)	(X)	(X)
125 percent of poverty level	2,540	±712	(X)	(X)	(X)	(X)
150 percent of poverty level	3,173	±745	(X)	(X)	(X)	(X)
185 percent of poverty level	4,156	±795	(X)	(X)	(X)	(X)
200 percent of poverty level	4,555	±835	(X)	(X)	(X)	(X)
300 percent of poverty level	6,756	±839	(X)	(X)	(X)	(X)
400 percent of poverty level	9,075	±827	(X)	(X)	(X)	(X)
500 percent of poverty level	10,713	±880	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED						
Male	3,638	±458	1,161	±302	31.9%	±7.0
Female	2,197	±334	656	±214	29.9%	±8.2
15 years	1,441	±274	505	±178	35.0%	±10.1
16 to 17 years	0	±16	0	±16	-	**
18 to 24 years	9	±10	9	±10	100.0%	±86.7
25 to 34 years	503	±199	302	±167	60.0%	±15.0
35 to 44 years	615	±207	169	±93	27.5%	±12.8
45 to 54 years	527	±182	208	±138	39.5%	±19.6
55 to 64 years	482	±167	87	±61	18.0%	±12.3
65 to 74 years	542	±151	234	±116	43.2%	±15.8
75 years and over	526	±161	97	±67	18.4%	±11.9
Mean income deficit for unrelated individuals (dollars)	434	±141	55	±55	12.7%	±11.4
Worked full-time, year-round in the past 12 months	7,653	±1,288	(X)	(X)	(X)	(X)
Worked less than full-time, year-round in the past 12 months	1,127	±287	105	±68	9.3%	±5.2
Did not work	892	±190	299	±154	33.5%	±14.0
Population in housing units for whom poverty status is determined	1,619	±311	757	±227	46.8%	±10.2
	14,645	±732	2,244	±701	15.3%	±4.8

	ZCTA5 99611	
Label	Estimate	Margin of Error
Total:	14,794	±695
Speak only English	13,839	±689
Spanish or Spanish Creole:	478	±236
Speak English "very well"	421	±212
Speak English less than "very well"	57	±45
French (incl. Patois, Cajun):	98	±82
Speak English "very well"	98	±82
Speak English less than "very well"	0	±14
French Creole:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Italian:	5	±8
Speak English "very well"	5	±8
Speak English less than "very well"	0	±14
Portuguese or Portuguese Creole:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
German:	21	±28
Speak English "very well"	21	±28
Speak English less than "very well"	0	±14
Yiddish:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other West Germanic languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Scandinavian languages:	0	±14
Speak English "very well"	0	±14

Speak English less than "very well"	0	±14
Greek:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Russian:	20	±31
Speak English "very well"	1	±2
Speak English less than "very well"	19	±30
Polish:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Serbo-Croatian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other Slavic languages:	7	±11
Speak English "very well"	2	±3
Speak English less than "very well"	5	±11
Armenian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Persian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Gujarati:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Hindi:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Urdu:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14

Other Indic languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other Indo-European languages:	8	±14
Speak English "very well"	8	±14
Speak English less than "very well"	0	±14
Chinese:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Japanese:	35	±33
Speak English "very well"	35	±33
Speak English less than "very well"	0	±14
Korean:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Mon-Khmer, Cambodian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Hmong:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Thai:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Laotian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Vietnamese:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other Asian languages:	42	±61

Speak English "very well"	42	±61
Speak English less than "very well"	0	±14
Tagalog:	1	±2
Speak English "very well"	0	±14
Speak English less than "very well"	1	±2
Other Pacific Island languages:	22	±25
Speak English "very well"	12	±19
Speak English less than "very well"	10	±16
Navajo:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other Native North American languages:	169	±79
Speak English "very well"	130	±75
Speak English less than "very well"	39	±37
Hungarian:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Arabic:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Hebrew:	14	±22
Speak English "very well"	14	±22
Speak English less than "very well"	0	±14
African languages:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Other and unspecified languages:	35	±51
Speak English "very well"	35	±51
Speak English less than "very well"	0	±14

15. Completed Unlawful Discrimination Poster

Unlawful Discrimination

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator: Derek Ables
Phone: 9072837951
Address: 305 North Willow Street, Suite 200, Kenai, Alaska 99611

Discriminacion Ilegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

Coordinador: Derek Ables
Teléfono: 9072837951
Dirección: 305 North Willow Street, Suite 200, Kenai, Alaska 99611



U.S. Department of Transportation
Federal Aviation Administration

HQ-101028

Sample Airport Sponsor 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>	



Kenai City Council - Regular Meeting

June 19, 2024 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

www.kenai.city

****Telephonic/Virtual Information on Page 3****

Action Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Approval of the Agenda and Consent Agenda (*Public comments on Consent Agenda Items limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

All items listed with an asterisk () are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

B. SCHEDULED ADMINISTRATIVE REPORTS

1. Water and Wastewater Rate Study, Public Works Director Curtin
2. Kenai Regional Airport - Leakage and Retention Study, Volaire Aviation Consulting

C. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

D. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

E. PUBLIC HEARINGS

1. **ENACTED WITHOUT OBJECTION. Ordinance No. 3421-2024** - Increasing Estimated Revenues and Appropriation in the Kenai City Airport Snow Removal Equipment, Visitor Center, and Public Safety Capital Project Funds to Transfer Residual Balance from Completed Projects Back to their Original Funding Sources. (Administration)
2. **ENACTED WITHOUT OBJECTION. Ordinance No. 3422-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Public Safety Capital Project Fund for Cost in Excess of Projected Budgeted Amounts for Fire Department Flooring Replacement Phase 2. (Administration)
3. **ENACTED WITHOUT OBJECTION. Ordinance No. 3423-2024** - Increasing Estimated Revenues and Appropriations in the General Fund and Personal Use Fishery Fund for Annual Transfer from Personal Use Fishery Fund to the General Fund for Non-Departmental Expenses. (Administration)
4. **ENACTED WITHOUT OBJECTION. Ordinance No. 3424-2024** - Increasing FY2025 Estimated Revenues and Appropriations in the General Fund and Authorizing Renewal of the City's Property, Liability, Workers' Compensation, Airport and Other Ancillary Policies with the Alaska Municipal League Joint Insurance Association for July 1, 2024 through June 30, 2025. (Administration) [KMC 1.15.070(d)]

1. Motion for Introduction
2. Motion for Second Reading (Requires a Unanimous Vote)
3. Motion for Enactment (Requires Five Affirmative Votes)
5. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-25** - Authorizing the Use of the Fleet Replacement Fund for the Purchase of Equipment to Upfit Three New Police Vehicles. (Administration)
6. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-26** - Approving a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease Between the City of Kenai and State of Alaska, Division of Forestry for Airport Reserve Lands Described as Lot 4A, FBO Subdivision No.11, Plat No. 2021-44. (Administration)
7. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-27** - Authorizing the City Manager to Enter into an ATM Concession Agreement for the Kenai Municipal Airport. (Administration)
8. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-28** - Amending City Council Policy No. 20.020 Commissions, Committees and Council on Aging Procedures to Amend the Meeting Location for the Airport Commission and Making Other Housekeeping Amendments. (City Clerk)
9. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-29** - Authorizing a Service Agreement for the Personal Use Fishery Dumpsters and Portable Restrooms. (Administration)
10. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-30** - Authorizing a Contract Award and Corresponding Purchase Order for the 2024 Recreation Center Epoxy Flooring Project. (Administration)
11. **ADOPTED WITHOUT OBJECTION. Resolution No. 2024-31** - Approving a Twelve-Month Extension of Time for Good Cause for the Completion of Permanent Improvements for a Lease between the City of Kenai and Joel Caldwell for Airport Reserve Lands Described as Lot 3, Block 4, General Aviation Apron Subdivision No. 1, Plat No. 73-68. (Administration)

F. MINUTES

1. *Regular Meeting of June 5, 2024. (City Clerk)

G. UNFINISHED BUSINESS

1. **ADOPTED AS AMENDED WITHOUT OBJECTION. Resolution No. 2024-17** - Renaming Cook Inlet View Drive to Cook Inlet Drive. (Sounart) *[On 05/15/24 this item was referred to the Planning and Zoning Commission for recommendation to Council and postponed to 06/05/24; on 06/05/24 this item was postponed as amended to the 06/19/24 City Council meeting.]*

H. NEW BUSINESS

1. ***Action/Approval** - Bills to be Ratified. (Administration)
2. ***Action/Approval** - Special Use Permit to the State of Alaska, Division of Forestry for Use of 30,000 Square Feet of Apron Space at the Kenai Municipal Airport. (Administration)
3. ***Action/Approval** - Special Use Permit to Echo Lake Meats for Use of 20 Square Feet of Terminal Space at the Kenai Municipal Airport. (Administration)
4. ***Action/Approval** - Special Use Permit to Kenai Aviation Operations, LLC for Use of 1200 Square Feet of Apron Space at the Kenai Municipal Airport. (Administration)

5. ***Action/Approval** - Special Use Permit to Weaver Brothers, Inc. for Trucks and Trailers Storage. (Administration)
6. ***Action/Approval** - Special Use Permit to Kenai Chamber of Commerce and Visitor Center - Moose Meat John Cabin. (Administration)
7. ***APPROVED AS AMENDED WITHOUT OBJECTION.*** ***Action/Approval** - Special Use Permit to Shane Morgan for Sheet Pile Storage. (Administration)

I. COMMISSION / COMMITTEE REPORTS

1. Council on Aging Commission
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Commission

J. REPORT OF THE MAYOR

K. ADMINISTRATION REPORTS

1. City Manager
2. City Attorney
3. City Clerk

L. ADDITIONAL PUBLIC COMMENTS

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

M. EXECUTIVE SESSION

1. Discussion of Potential Payroll Settlement. [AS 44.62.310(c)(1) and AS 44.62.310(c)(3)]

N. PENDING ITEMS

O. ADJOURNMENT

P. INFORMATION ITEMS

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

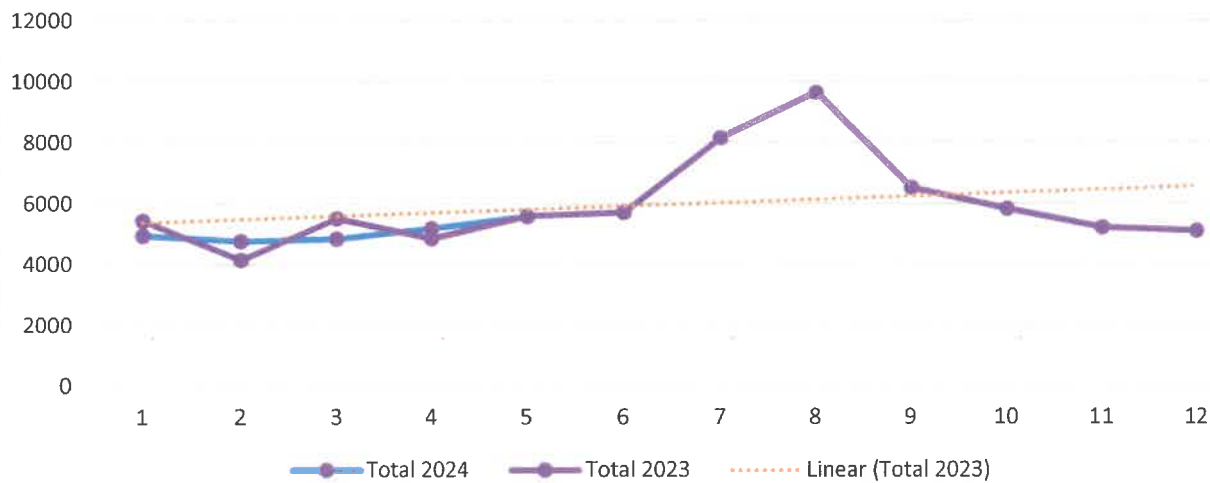
Registration is required to join the meeting remotely through Zoom. Please use the following link to register:

<https://us02web.zoom.us/meeting/register/tZUof--uqjwuGNA9TpWjiuD5xasJk-leXjY>

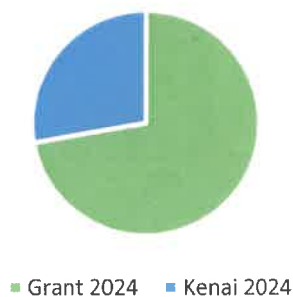
ENA Airline Passenger Enplanements

Month	Grant 2024	Kenai 2024	Ravn 2023	Grant 2023	Kenai 2023	Total 2024	Total 2023	Change from 2023 to 2024
January	3218	1719	2799	2326	305	4937	5430	-493
February	3207	1553	2711	1199	229	4760	4139	621
March	3508	1325	2982	2236	280	4833	5498	-665
April	3847	1326	2529	2087	220	5173	4836	337
May	4024	1546	2547	2432	608	5570	5587	-17
June			2371	2740	590		5701	
July			4241	3067	836		8144	
August			4936	3592	1105		9633	
September			3429	2474	610		6513	
October			2159	2865	797		5821	
November			33	3508	1669		5210	
December			0	3439	1654		5093	
Total	17804	7469	30737	31965	8903	25273	71605	-217

2023 - 2024 Enplanements



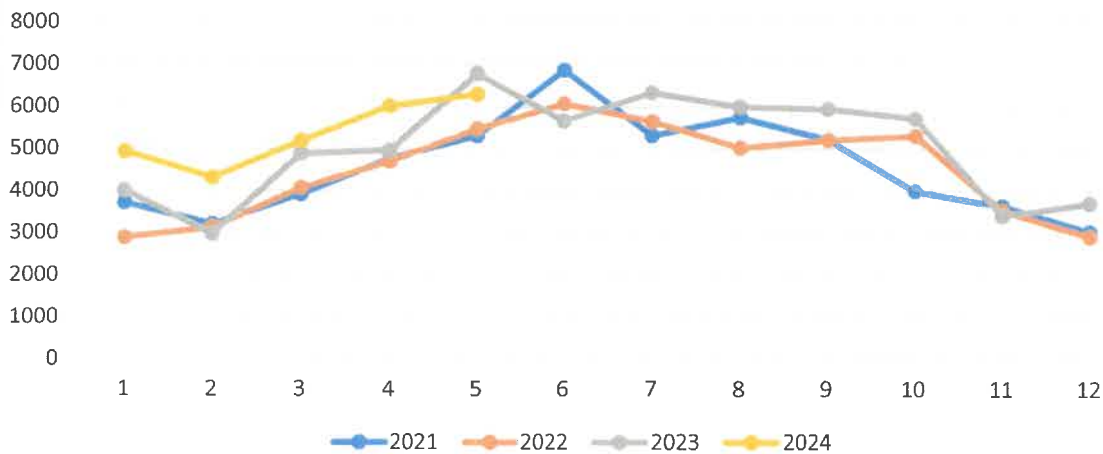
May



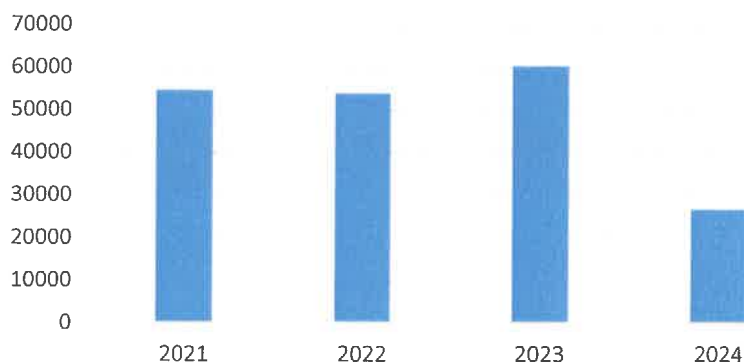
ENA Air Traffic Control Tower Operations

Year	2021	2022	2023	2024
January	3709	2882	4009	4927
February	3196	3117	2965	4313
March	3908	4069	4874	5192
April	4762	4697	4957	6022
May	5306	5472	6786	6297
June	6872	6072	5660	
July	5313	5654	6337	
August	5747	5020	6007	
September	5218	5215	5950	
October	3990	5312	5724	
November	3636	3517	3404	
December	3018	2907	3699	
Total	54675	53934	60372	26751

Tower Operations by Year



Tower Operations Total Per Year



ENA Terminal Vehicle Parking Revenue

Year	2023	2024
January	\$ 18,144	\$ 17,977
February	\$ 19,005	\$ 19,877
March	\$ 20,124	\$ 20,848
April	\$ 19,276	\$ 22,493
May	\$ 20,360	\$ 20,728
June	\$ 16,612	
July	\$ 18,156	
August	\$ 31,564	
September	\$ 21,125	
October	\$ 21,212	
November	\$ 20,861	
December	\$ 20,654	
Total	\$ 247,092	\$ 101,924

