

# Airport Sponsor Community Participation Plan (CPP)<sup>1</sup>

## 1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected<sup>2</sup> by Sioux Falls Regional Airport Authority (SFRAA) 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.<sup>3</sup> 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 SFRAA CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
<b>1 Daniel Letellier</b>	Executive Director
<b>2 Richard King</b>	Deputy Director
<b>3 Jonathon Perout</b>	Operations Manager / Title VI Coordinator
<b>4 Kristin Elgersma</b>	Finance & Administration Manager

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

### **Website, In-person, and Other Communication Methods**

<b>1 Airport Website – <a href="http://www.sfairport.com/titlevi">www.sfairport.com/titlevi</a></b>
<b>2 Airport Administration Office</b>
<b>3 Airport Title VI Plan</b>

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

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<sup>1</sup> 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>

<sup>2</sup> Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

<sup>3</sup> 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.

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

**Website, In-person, and Other Distribution Methods**

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| <b>1</b> Airport website – <a href="http://www.sfairport.com/titlevi">www.sfairport.com/titlevi</a> |
| <b>2</b> Airport Administration Office  |

**2. Goals and Objectives**

This CPP applies to all airport planning and decision-making efforts, to the extent they may impact Affected Communities, 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).

SFRAA’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

**Planning Processes**

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| <b>1.</b> Airport Authority Board Meetings   |
| <b>2.</b> Master Plan Public Input Meetings (when applicable)  |
| <b>3.</b> Airport Administration Office – Hours of Operation   |
| <b>4.</b> Airport Website – <a href="http://www.sfairport.com/contact-us">www.sfairport.com/contact-us</a> |

SFRAA seeks public input for the above processes through the following methods:

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
<b>A.</b> Public Comment Period	# 1
<b>B.</b> Public Input Meetings	# 2
<b>C.</b> Open to meeting with members of the public by appointment	# 3
<b>D.</b> Contact Us section of the Airport Website	# 4

### **3. Identification of and Focused Outreach to Affected Communities**

See Community Statistics section of SFRAA's Title VI Plan, for detailed discussion of Affected Communities.

The specific steps SFRAA will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>4</sup> are provided below.

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

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.) <sup>5</sup>	Focused Outreach Steps
i. Northwest Sioux Falls	Northwest District Council Member Chamber of Commerce	a. Attend Council and Commission Meetings as necessary to provide updates about the Airport b. Active membership and involvement in Chamber of Commerce c. Post public notices for Airport Board Meetings
ii. Central Sioux Falls	Central District Council Member Chamber of Commerce Downtown Sioux Falls	a. Attend Council and Commission Meetings as necessary to provide updates about the Airport b. Active membership and involvement in Chamber of Commerce c. Post public notices for Airport Board Meetings
iii. Northeast Sioux Falls	Northeast District Council Member Chamber of Commerce	a. Attend Council and Commission Meetings as necessary to provide updates about the Airport b. Active membership and involvement in Chamber of Commerce c. Post public notices for Airport Board Meetings
iv. Eastern Sioux Falls	Southeast District Council Member Chamber of Commerce	a. Attend Council and Commission Meetings as necessary to provide updates about the Airport b. Active membership and involvement in Chamber of Commerce c. Post public notices for Airport Board Meetings
v. Meadowview Addition	Minnehaha County Commission Chamber of Commerce	a. Attend Council and Commission Meetings as necessary to provide updates about the Airport b. Active membership and involvement in Chamber of Commerce c. Post public notices for Airport Board Meetings

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<sup>5</sup> Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. These representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

## **4. Effective Communication**

SFRAA will seek to ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every reasonable effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of SFRAA'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 points of contact for the public to share project or operational feedback with our office and the FAA.

### **Social Media, Monitors, and Other Communication Platforms**

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**1** Social Media – Facebook, X (Twitter), and Instagram

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**2** Public Comment Period at Airport Board Meetings

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**3** Airport Website – [www.sfairport.com](http://www.sfairport.com)

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## **6. Records**

This section includes the procedures SFRAA will follow to document 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**

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**1** In-Person with the Title VI Coordinator

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**2** Digitally with the Title VI Coordinator

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Records will be kept for community input. The records will document how SFRAA 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**

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**1** In-person at the Airport Administration Office

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**2** Digitally by the Title VI Coordinator

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Records for demographics of participants will also be kept when provided. Requested demographic information may include race, national origin, sexual orientation, gender identity,

creed, age, disability, languages spoken, and community membership.<sup>6</sup> Demographic information may be requested by the following methods:

### **Demographic Information Collection Methods**

#### **1 Voluntary Disclosure from those making requests or providing input**

Any identifying demographic information (i.e. names, address, etc.) will be kept confidential and will not be shared. Other 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 SFRAA fiscal year (FY)<sup>7</sup>**, SFRAA will create a CPP Report for the completed 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 the completed FY,
2. The results of those efforts for the completed 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 SFRAA's Title VI Plan.

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<sup>6</sup> 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.

<sup>7</sup> The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.