

RESOLUTION NO. CC-2024-25

**A RESOLUTION OF THE STILLWATER CITY COUNCIL ADOPTING THE
STILLWATER REGIONAL AIRPORT TITLE VI PLAN AS REQUIRED BY THE
FEDERAL AVIATION ADMINISTRATION (FAA) FOR RECIPIENTS OF
FEDERAL FINANCIAL ASSISTANCE**

WHEREAS, the City of Stillwater accepts awards of federal grants from the Federal Aviation Administration (FAA) for eligible projects at Stillwater Regional Airport; and

WHEREAS, recipients of federal financial assistance from the FAA must take affirmative action to ensure nondiscrimination in all Stillwater Regional Airport operations; and

WHEREAS, the FAA requires the submission of a Title VI Plan for Stillwater Regional Airport to ensure compliance with this requirement; and

WHEREAS, the Stillwater Regional Airport seeks to ensure compliance with the requirements of all nondiscrimination authorities including but not limited to Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) which prohibits discrimination on the grounds of race, color or national origin (including limited English proficiency); Title 49 of the U.S.C. § 47123 which further prohibits discrimination based on sex and creed (religion); Age Discrimination Act of 1975 which prohibits discrimination against FAA program beneficiaries based on age; and Title 49 C.F.R. Part 21 which requires the FAA to ensure that FAA recipients provide equal access in all programs and activities.

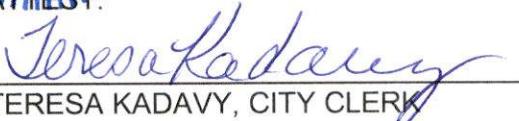
NOW THEREFORE BE IT RESOLVED, the Stillwater City Council hereby adopts the Stillwater Regional Airport Title VI Plan attached hereto as Exhibit A.

PASSED AND APPROVED by the City Council of Stillwater, Oklahoma, and signed this 19th day of August, 2024.



CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation


WILLIAM H. JOYCE, MAYOR


TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 19TH DAY OF AUGUST, 2024.


KIMBERLY CARNLEY, CITY ATTORNEY

Stillwater Regional Airport Title VI Plan

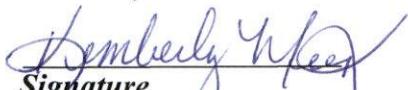
1. Title VI Policy Statement¹

Stillwater Regional 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.

Stillwater Regional 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 Airport Sponsor 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 Stillwater Regional Airport will take action to involve them and the general public in the decision making process.

Stillwater Regional 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 Stillwater Regional Airport and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

City Manager Kimberly Meek, available at (405) 742-8395 and kimberly.meek@stillwaterok.gov, 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

Kimberly Meek
City Manager

August 19, 2024

Effective Date

August 19, 2027

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

Stillwater City Council has reviewed and adopted this Title VI Plan for the Stillwater Regional 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's or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the Stillwater City Council 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
Shelly Crynes	Grants Manager
Kellie Reed	Airport Director
Serge Walczak	Airport Operations Manager

Stillwater Regional Airport has the following airport program sub-recipients:

Sub-Recipients
None

As of the date of this plan, Stillwater Regional Airport has the following pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
FAA AIP	041	
FAA AIP	042	
FAA AIP	043	

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/

3. Grant and Procurement Assurances

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

Stillwater Regional 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. Stillwater Regional Airport requires, Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

Description of Oversight Methods for Subcontracts

Subcontract template must be used in all subcontracts related to the airport program. Subcontracts are audited by the Procurement Dept. to verify they include the template language, for not less than 10 percent of contractors each year.

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 the City Manager 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)

Stillwater Regional 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 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.

Stillwater Regional Airport has posted the above Title VI policy statement at its staff offices.

Stillwater Regional Airport will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by 9/1/2024 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
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² For more information about website accessibility, please visit ADA.gov.

Terminal	2	2	
Airport Administration Office	2	2	

Outreach to Affected Communities

The City Clerk's Office works with Stillwater Regional Airport staff to ensure 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 City Clerk's Office works with Stillwater Regional Airport staff to contact 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.

To ensure that the community is effectively informed of and able to participate in public hearings, the City Clerk's Office will assist with every effort to ensure meaningful access to include 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), upon request. 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 Stillwater Regional Airport will be able to identify, understand, and engage with communities. In doing so, the Stillwater Regional Airport needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by Stillwater Regional Airport's airport program.

Affected Communities ⁴	Population
City of Stillwater	40,047

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

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.

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.

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,” Stillwater Regional Airport is collecting information about affected and potentially affected low-income communities. According to the *U.S. Census Report, S1701: Poverty Status in the Past 12 Months*, the overall poverty level for the City of Stillwater is approximately 31.52 %. The poverty rate remains high compared with the rest of the state.

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: City of Stillwater

Total Affected Community Population: 40,047

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	30,665	76.6%
Black or African American	1,704	4.3%
American Indian or Alaska Native	1,126	2.8%
Asian	2,730	6.8%
Native Hawaiian or Other Pacific Islander	40	0.1%
Hispanic or Latino	1,751	4.4%
More than one	3,373	8.4%
Some other race alone	409	1.0%

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.

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

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that Stillwater Regional 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 the 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 1,000. Please refer to the end of this document to find data for all languages in our community.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
Spanish	1,067	+/-366

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages): [Use an “X” to indicate the frequency for each language encountered]

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)
Spanish				X

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: none.

This information is updated annually⁹ through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau	https://data.census.gov/cedsci/table?q=B16001&tid=ACSDT1Y2019.B16001

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.

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.

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

- Stillwater Regional Airport continuously collects surveys on the Airport website (<https://stillwaterok.gov/662/Customer-Feedback>) of airport guests for customer satisfaction. The survey includes a voluntary request for demographic information.
- Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.
- Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.

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

- Job applicants for Stillwater Regional Airport are asked to submit voluntary confidential demographic information when submitting their job application through the City of Stillwater website.
- Every 3 years, the Stillwater Regional Airport administration sends an email to all board members asking them to voluntarily and anonymously enter demographic information through an online 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 Stillwater Regional Airport 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:

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.

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
Existing Airport Terminal	City of Stillwater

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
New Airport Terminal	City of Stillwater

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: none

8. Limited English Proficiency (LEP)

Executive Order 13166

In creating a Language Assistance Plan, Stillwater Regional 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
Spanish

Stillwater Regional Airport also collects data for languages spoken by airport guests.¹¹ Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Assumption from U.S. Census information	https://data.census.gov/cedsci/table?q=B16001&tid=ACS+DT1Y2019.B16001

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests: none

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.

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 Stillwater Regional 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
Oklahoma State University Department of Languages and Literatures	All above languages

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
Airport website language assistance page	All above languages
City of Stillwater website, Policy and Notice of Nondiscrimination	All above languages
Airport terminal upon request	All above languages

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
As coordinated by Stillwater Regional Airport	All above languages

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
Airport website language assistance page	All above languages
City of Stillwater website, Policy and Notice of Nondiscrimination	All above languages
Airport terminal upon request	All above languages

9. Transportation

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the airport but not within Affected Communities are also identified below.

We have coordinated with Oklahoma State University (OSU)/Stillwater Community Transit System to encourage them to provide transit service access between the airport and these areas.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
City of Stillwater	Oklahoma State University (OSU)/Stillwater Community Transit System	Existing

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 Opportunity	Business	Minority Business Outreach Methods
All opportunities		Advertised through the City of Stillwater purchasing process for applicable bids

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions are kept in the City Clerk's 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
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

Refresher information will be provided annually.

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, Stillwater Regional 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.

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.

2. Not only be for employment matters¹⁴
3. Allege misconduct by the Stillwater Regional Airport, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the Stillwater Regional Airport including airport employees, contractors, concessionaires, lessees, or tenants.

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 Stillwater Regional 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 Director.

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

Kimberly Meek, City Manager
723 S. Lewis St. / PO Box 1449
Stillwater, OK 74076-1449
(405) 742-8395
kimberly.meek@stillwaterok.gov

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

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.

¹⁵

Coordinator within 5 business 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 the Stillwater Regional 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 alternate dispute resolution, negotiation, and/or mediation.

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 Stillwater Regional 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 Title VI Coordinator.
- The written appeal must be received within 5 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 Title VI Coordinator 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 Stillwater Regional Airport will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. Stillwater Regional 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 the Title VI Coordinator.

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

Website, In-person, and Other Distribution Methods

1 Airport website, Title VI page at <https://stillwaterok.gov/160/Airport>

2City of Stillwater website, Transparency in Government page at
<https://stillwaterok.gov/DocumentCenter/View/1982/Policy-and-Notice-of-Nondiscrimination-PDF>

14. Population / Language Data

B16001

**LANGUAGE SPOKEN AT
HOME BY ABILITY TO
SPEAK ENGLISH FOR THE
POPULATION 5 YEARS
AND OVER**



Note: The table shown may have been modified by user selections. Some information may be missing.

DATA NOTES

TABLE ID: B16001
SURVEY/PROGRAM: American Community Survey
VINTAGE: 2015
DATASET: ACSDT5Y2015
PRODUCT: ACS 5-Year Estimates Detailed Tables
UNIVERSE: Population 5 years and over
MLA: U.S. Census Bureau. "LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B16001, 2015, <https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001>: Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over&g=160XX00US4070300. Accessed on May 21, 2024.
FTP URL: https://www2.census.gov/programs-surveys/acs/summary_file/2015/data/
API URL: <https://api.census.gov/data/2015/acs/acs5>

USER SELECTIONS

TABLES B16001
GEOS Stillwater city, Oklahoma

EXCLUDED COLUMNS None

APPLIED FILTERS None

APPLIED SORTS None

PIVOT & GROUPING

PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None
VALUE COLUMNS	None
WEB ADDRESS	https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001%20Language%20Spoken%20at%20Home%20by%20Ability%20to%20Speak%20English%20for%20the%20Population%205%20Years%20and%20Over&g=160XX00US4070300
TABLE NOTES	<p>Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.</p> <p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.</p> <p>Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.</p> <p>Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.</p>

Explanation of Symbols: * An "##" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

* An "--" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.

* An "--" following a median estimate means the median falls in the lowest interval of an open-ended distribution.

* An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.

* An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

* An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

* An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

* An "(X)" means that the estimate is not applicable or not available.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

COLUMN NOTES None

Stillwater city, Oklahoma		
Label	Estimate	Margin of Error
Total:	45,000	±229
Speak only English	40,595	±603
Spanish or Spanish Creole:	1,067	±366
Speak English "very well"	766	±250
Speak English less than "very well"	301	±157
French (incl. Patois, Cajun):	106	±106
Speak English "very well"	106	±106
Speak English less than "very well"	0	±20
French Creole:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Italian:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Portuguese or Portuguese Creole:	59	±88
Speak English "very well"	42	±69
Speak English less than "very well"	17	±23

German:	58	±41
Speak English "very well"	46	±36
Speak English less than "very well"	12	±20
Yiddish:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Other West Germanic languages:	24	±32
Speak English "very well"	20	±31
Speak English less than "very well"	4	±8
Scandinavian languages:	14	±23
Speak English "very well"	14	±23
Speak English less than "very well"	0	±20
Greek:	21	±25
Speak English "very well"	21	±25
Speak English less than "very well"	0	±20
Russian:	5	±7
Speak English "very well"	5	±7
Speak English less than "very well"	0	±20
Polish:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Serbo-Croatian:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Other Slavic languages:	43	±48
Speak English "very well"	37	±43
Speak English less than "very well"	6	±11
Armenian:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Persian:	107	±95
Speak English "very well"	83	±89

Speak English less than "very well"	24	±26
Gujarati:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Hindi:	104	±54
Speak English "very well"	98	±52
Speak English less than "very well"	6	±8
Urdu:	8	±15
Speak English "very well"	8	±15
Speak English less than "very well"	0	±20
Other Indic languages:	210	±112
Speak English "very well"	81	±56
Speak English less than "very well"	129	±81
Other Indo-European languages:	4	±8
Speak English "very well"	4	±8
Speak English less than "very well"	0	±20
Chinese:	822	±257
Speak English "very well"	319	±177
Speak English less than "very well"	503	±148
Japanese:	55	±49
Speak English "very well"	13	±22
Speak English less than "very well"	42	±41
Korean:	216	±112
Speak English "very well"	92	±51
Speak English less than "very well"	124	±89
Mon-Khmer, Cambodian:	17	±26
Speak English "very well"	17	±26
Speak English less than "very well"	0	±20
Hmong:	22	±28
Speak English "very well"	22	±28
Speak English less than "very well"	0	±20

Thai:	104	±90
Speak English "very well"	0	±20
Speak English less than "very well"	104	±90
Laotian:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Vietnamese:	111	±80
Speak English "very well"	17	±20
Speak English less than "very well"	94	±78
Other Asian languages:	265	±206
Speak English "very well"	247	±206
Speak English less than "very well"	18	±20
Tagalog:	115	±97
Speak English "very well"	90	±81
Speak English less than "very well"	25	±41
Other Pacific Island languages:	332	±343
Speak English "very well"	304	±341
Speak English less than "very well"	28	±30
Navajo:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Other Native North American languages:	15	±24
Speak English "very well"	15	±24
Speak English less than "very well"	0	±20
Hungarian:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20
Arabic:	392	±188
Speak English "very well"	249	±135
Speak English less than "very well"	143	±94
Hebrew:	0	±20
Speak English "very well"	0	±20

Speak English less than "very well"	0	±20
African languages:	109	±66
Speak English "very well"	89	±64
Speak English less than "very well"	20	±16
Other and unspecified languages:	0	±20
Speak English "very well"	0	±20
Speak English less than "very well"	0	±20

S1701

Poverty Status in the Past 12 Months		
Note: The table shown may have been modified by user selections. Some information may be missing.		
DATA NOTES		
TABLE ID: S1701		
SURVEY/PROG American Community Survey		
RAM:		
VINTAGE: 2022		
DATASET: ACSST5Y2022		
PRODUCT: ACS 5-Year Estimates Subject Tables		
UNIVERSE: None		
MLA: U.S. Census Bureau. "Poverty Status in the Past 12 Months." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1701, 2022, https://data.census.gov/table/ACSST5Y2022.S1701?q=S1701 : Poverty Status in the Past 12 Months&g=160XX00US4070300. Accessed on May 21, 2024.		
FTP URL: None		
API URL: https://api.census.gov/data/2022/acs/ac5/subject		
USER SELECTIONS		
TABLES	S1701	
GEOS	Stillwater city, Oklahoma	

EXCLUDED COLUMNS	None
APPLIED FILTERS	None
APPLIED SORTS	None
PIVOT & GROUPING	
PIVOT COLUMNS	None
PIVOT MODE	Off
ROW GROUPS	None
VALUE COLUMNS	None
WEB ADDRESS	https://data.census.gov/table/ACSST5Y2022.S1701?q=S1701%20Poverty%20Stat%20in%20the%20Past%2012%20Months&g=160XX00US4070300
TABLE NOTES	<p>Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, the decennial census is the official source of population totals for April 1st of each decennial year. In between censuses, the Census Bureau's Population Estimates Program produces and disseminates the official estimates of the population for the nation, states, counties, cities, and towns and estimates of housing units for states and counties.</p> <p>Information about the American Community Survey (ACS) can be found on the ACS website. Supporting documentation including code lists, subject definitions, data accuracy, and statistical testing, and a full list of ACS tables and table shells (without estimates) can be found on the Technical Documentation section of the ACS website.</p> <p>Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.</p> <p>Source: U.S. Census Bureau, 2018-2022 American Community Survey 5-Year Estimates</p>

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see ACS Technical Documentation). The effect of nonsampling error is not represented in these tables. Dollar amounts are adjusted to respective calendar years. For more information, see: Change to Income Deficit.

The 2018-2022 American Community Survey (ACS) data generally reflect the March 2020 Office of Management and Budget (OMB) delineations of metropolitan and micropolitan statistical areas. In certain instances, the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB delineation lists due to differences in the effective dates of the geographic entities. Estimates of urban and rural populations, housing units, and characteristics reflect boundaries of urban areas defined based on 2020 Census data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Explanation of Symbols:- The estimate could not be computed because there were an insufficient number of sample observations. For a ratio of medians estimate, one or both of the median estimates falls in the lowest interval or highest interval of an open-ended distribution. For a 5-year median estimate, the margin of error associated with a median was larger than the median itself.N The estimate or margin of error cannot be displayed because there were an insufficient number of sample cases in the selected geographic area. (X) The estimate or margin of error is not applicable or not available.median- The median falls in the lowest interval of an open-ended distribution (for example "2,500-")median+ The median falls in the highest interval of an open-ended distribution (for example "250,000+").** The margin of error could not be computed because there were an insufficient number of sample observations.*** The margin of error could not be computed because the median falls in the lowest interval or highest interval of an open-ended distribution.**** A margin of error is not appropriate because the corresponding estimate is controlled to an independent population or housing estimate. Effectively, the corresponding estimate has no sampling error and the margin of error may be treated as zero.

COLUMN

None

NOTES

Stillwater city, Oklahoma

Label	Total		Below poverty level	
	Estimate	Margin of Error	Estimate	
Population for whom poverty status is determined	40,047	±152	12,626	±1
AGE				
Under 18 years	6,914	±471	1,605	±5
Under 5 years	1,901	±285	491	±2
5 to 17 years	5,013	±434	1,114	±5
Related children of householder under 18 years	6,876	±470	1,567	±5
18 to 64 years	28,550	±473	10,737	±8
18 to 34 years	18,349	±604	9,503	±7
35 to 64 years	10,201	±451	1,234	±3
60 years and over	6,130	±544	432	±1
65 years and over	4,583	±441	284	±1
SEX				
Male	20,817	±535	6,499	±8
Female	19,230	±548	6,127	±6
RACE AND HISPANIC OR LATINO ORIGIN				
White alone	30,665	±620	9,350	±9
Black or African American alone	1,704	±326	749	±2
American Indian and Alaska Native alone	1,126	±294	450	±1
Asian alone	2,730	±525	912	±4
Native Hawaiian and Other Pacific Islander alone	40	±40	30	±4
Some other race alone	409	±199	98	±1
Two or more races	3,373	±601	1,037	±3
Hispanic or Latino origin (of any race)	1,751	±329	797	±2
White alone, not Hispanic or Latino	29,766	±634	8,859	±8
EDUCATIONAL ATTAINMENT				
Population 25 years and over	20,830	±533	3,022	±4
Less than high school graduate	988	±251	338	±1
High school graduate (includes equivalency)	3,680	±519	756	±2

Some college, associate's degree	5,359	±557	1,006	±2
Bachelor's degree or higher	10,803	±862	922	±2
EMPLOYMENT STATUS				
Civilian labor force 16 years and over	21,806	±965	6,494	±7
Employed	20,804	±971	5,940	±6
Male	11,488	±809	3,060	±5
Female	9,316	±482	2,880	±3
Unemployed	1,002	±257	554	±2
Male	705	±248	406	±2
Female	297	±117	148	±9
WORK EXPERIENCE				
Population 16 years and over	33,780	±472	11,118	±8
Worked full-time, year-round in the past 12 months	11,613	±803	790	±2
Worked part-time or part-year in the past 12 months	13,003	±925	7,145	±7
Did not work	9,164	±810	3,183	±5
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS				
50 percent of poverty level	7,227	±909	(X)	(X)
125 percent of poverty level	14,107	±984	(X)	(X)
150 percent of poverty level	15,948	±1,153	(X)	(X)
185 percent of poverty level	18,201	±1,292	(X)	(X)
200 percent of poverty level	19,885	±1,320	(X)	(X)
300 percent of poverty level	25,396	±1,367	(X)	(X)
400 percent of poverty level	29,896	±1,206	(X)	(X)
500 percent of poverty level	33,069	±1,192	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED				
Male	9,573	±766	5,026	±7
Female	7,950	±531	4,555	±4
15 years	0	±21	0	±2
16 to 17 years	38	±49	38	±4
18 to 24 years	10,421	±771	7,728	±7
25 to 34 years	2,868	±374	930	±2
35 to 44 years	915	±275	204	±8
45 to 54 years	814	±242	267	±1
55 to 64 years	1,052	±270	171	±9
65 to 74 years	636	±170	108	±7

75 years and over	779	±183	135	±8
Mean income deficit for unrelated individuals (dollars)	8,598	±580	(X)	(X)
Worked full-time, year-round in the past 12 months	4,269	±515	513	±1
Worked less than full-time, year-round in the past 12 months	9,228	±800	6,465	±7
Did not work	4,026	±649	2,603	±5
Population in housing units for whom poverty status is determined	39,946	±152	12,565	±1

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: Serge Walczak, Airport Operations Manager
Phone: 405-533-8518
Address: 3304 N. Airport Industrial Access Rd.
Stillwater, OK 74075

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: Serge Walczak, Gerente de Operaciones Aeroportuarias
Teléfono: 405-533-8518
Dirección: 3304 N. Airport Industrial Access Rd.
Stillwater, OK 74075



U.S. Department of Transportation
Federal Aviation Administration

HO-101098