

RESOLUTION NO. CC-2024-30

A RESOLUTION OF THE STILLWATER CITY COUNCIL ADOPTING THE STILLWATER REGIONAL AIRPORT COMMUNITY PARTICIPATION 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 Community Participation Plan for Stillwater Regional Airport to ensure compliance with this requirement; and

WHEREAS, the purpose of the Community Participation Plan is to ensure that stakeholders or communities affected by Stillwater Regional 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.

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

PASSED AND APPROVED by the City Council of Stillwater, Oklahoma, and signed this 7<sup>th</sup> day of October, 2024.



ATTEST:

Teresa Kadavy  
TERESA KADAVY, CITY CLERK

CITY OF STILLWATER, OKLAHOMA  
a Municipal Corporation

William H. Joyce  
WILLIAM H. JOYCE, MAYOR

APPROVED AS TO FORM AND LEGALITY THIS 7TH DAY OF OCTOBER, 2024.

Kimberly Carnley  
KIMBERLY CARNLEY, CITY ATTORNEY

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 Stillwater Regional 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.<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 Stillwater Regional Airport CPP are:

Responsible Official	Title, Office, and Responsibilities
Shelly Crynes	City Grants Manager
Kellie Reed	Airport Director
Serge Walczak	Airport Operations Manager

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

Website <sup>4</sup> , In-person, and Other Communication Methods
1 Website ( <a href="https://stillwaterok.gov/659/Contact-Us">https://stillwaterok.gov/659/Contact-Us</a> )
2 In Person during posted hours (Airport Administrative Offices 3304 N. Airport Industrial Access Rd. Stillwater, OK 74075)

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

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

Website <sup>5</sup> , In-person, and Other Distribution Methods
1 Website ( <a href="https://stillwaterok.gov/157/Airport">https://stillwaterok.gov/157/Airport</a> )
2 In-person at Airport Administrative office, during posted hours

<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.

## 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 advisory board meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

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

### **Planning Processes**

<b>1. Airport Masterplan Updates</b>
<b>2. Design and Construction Project Solicitations</b>
<b>3. Land Use Coordination</b>

Stillwater Regional Airport 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. Public Meetings</b>	# 1,2,3
<b>B. Airport Feedback forms</b>	# 1,2,3
<b>C. Phone calls/ Emails/ Physical Mail</b>	# 1,2,3
<b>D. Social Media</b>	# 1,2,3
<b>E. In-person during regular business hours</b>	# 1,2,3

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

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

The specific steps Stillwater Regional Airport will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>6</sup> are provided below.

<b>Affected Community</b>	<b>Key Community Reps. (CBOs, unions, leaders, etc.)<sup>7</sup></b>	<b>Focused Outreach Steps</b>
<b>I. City of Stillwater</b>	City Manager	a. Limited English Proficiency: Periodic Social Media Posts in Spanish. b. Low Income: Periodic social media posts about airport jobs. c. Periodic free and low cost airport events.

<sup>6</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.

<sup>7</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**

Stillwater Regional 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 ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of Stillwater Regional 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 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**

- |  |
|--|
| <b>1 Website (<a href="http://flystillwaterok.com">flystillwaterok.com</a>)</b>  |
| <b>2 Facebook (<a href="https://www.facebook.com/FlyStillwaterOK/">https://www.facebook.com/FlyStillwaterOK/</a>)</b>                            |
| <b>3 Instagram (<a href="https://www.instagram.com/stillwater_regional_airport/">https://www.instagram.com/stillwater_regional_airport/</a>)</b> |
| <b>4 X (Formerly Twitter) (<a href="https://twitter.com/FlyStillwaterOK">https://twitter.com/FlyStillwaterOK</a>)</b>                            |
| <b>5 The Comms (Airport Monthly Newsletter) Available by email; contact airport via phone or email to sign up.</b>                               |

## **6. Records**

This section includes the procedures Stillwater Regional Airport 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**

- |   |
|---|
| <b>1 In-person at Airport Administration Office</b> |
|---|

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

- |   |
|---|
| <b>1 In-person at Airport Administration Office</b> |
|---|

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.<sup>8</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

- |   |
|---|
| <b>1 Airport feedback survey (<a href="https://stillwaterok.gov/662/Customer-Feedback">https://stillwaterok.gov/662/Customer-Feedback</a>)</b>                                  |
| <b>2 Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.</b> |
| <b>3 Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.</b>    |

<sup>8</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.

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),<sup>9</sup> Stillwater Regional Airport 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 Stillwater Regional Airport's Title VI Plan.

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<sup>9</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.

Appendix 1

Complete only if required by Section 3<sup>10</sup>

Title VI regulation 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 the City of Stillwater’s airport program.

Affected Communities <sup>11</sup>	Population
City of Stillwater	40,047

(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 Communities<sup>12</sup>.

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 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 follows<sup>13</sup>:

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%

<sup>10</sup> [In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].

<sup>11</sup> “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.

<sup>12</sup> 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.

<sup>13</sup> 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 languages<sup>14</sup> that are spoken in LEP households in the Affected Communities. The data source is U.S Census 2020 (census.gov).

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.<sup>15</sup> 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):

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 annually<sup>16</sup> through checking the following resources:

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

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
<ul style="list-style-type: none"><li>Stillwater Regional Airport continuously collects surveys on the Airport website (<a href="https://stillwaterok.gov/662/Custom-Feedback">https://stillwaterok.gov/662/Custom-Feedback</a>) of airport guests for customer satisfaction. The survey includes a voluntary request for demographic information</li><li>Participants at small business workshops, pre-bid meetings, and other public meetings are asked to complete an anonymous survey that includes demographic information.</li><li>Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.</li></ul>

<sup>14</sup> 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.

<sup>15</sup> 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.

<sup>16</sup> 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.

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.*

**Appendix 2**

**Complete only if required by Section 4<sup>17</sup>**

In creating a Language Assistance Plan, the 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.<sup>18</sup> Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Assumption from U.S. Census Data	<a href="https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACS DT1Y2019:B16001">https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACS DT1Y2019:B16001</a>

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

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:

<sup>17</sup> [In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].

<sup>18</sup> 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.



Translation Vendors	Languages
<i>As coordinated by Stillwater Regional Airport</i>	<i>All above languages</i>

- Information regarding translation services can be obtained at:

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

#### **Interpretation Services:**

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
<i>As coordinated by Stillwater Regional Airport</i>	<i>All above languages</i>

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
<i>Airport Language Assistance page</i>	<i>All above languages</i>
<i>City of Stillwater website, Policy and Notice of Nondiscrimination</i>	<i>All above languages</i>
<i>Airport terminal upon request</i>	<i>All above languages</i>

#### **Description of Interpretation Assistance Processes**

- *Interpretation services for aircraft passengers are arranged by the operating airline or company.*