

Airport Sponsor Community Participation Plan (CPP)¹

1. Administration

The purpose of this Community Participation Plan (CPP) is to ensure that stakeholders or communities affected² by Casper/Natrona County International 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 Casper/Natrona County International Airport CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Glenn Januska	Airport Director
2 Tatum Hlavacek	Director, Finance & Administration / Title VI Coordinator

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

Website⁴, In-person, and Other Communication Methods

1 Website, www.iflycasper.com
2 In-person when applicable
3 Email or Telephone when applicable

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

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.

Casper/Natrona County International Airport also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

Website⁵, In-person, and Other Distribution Methods

1 Website, www.iflycasper.com

2 Conspicuously displayed Unlawful Discrimination Posters at airport facilities

3 Email

4 Telephone

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).

Casper/Natrona County International Airport's planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

1. ARFF Building and Training Facility Upgrades, Acquire Training Vehicle

2. Upgrade Lighting T/W B&C

3. Seal Coat and Mark Pavement

4. Rehabilitate RW 8/26, TW Connectors, & Associated RW Edge Lighting; Install PAPI and Relocate Windsock

5. Rehabilitate R/W 3/21

6. Expand SRE Building

7. Acquire SRE

Casper/Natrona County International Airport seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Open public Board of Trustees meetings with comment period at end of the meeting (monthly)	#1, 2, 3, 4, 5, 6, 7
B. Pre-meetings held before each project	#1, 2, 3, 4, 5, 6, 7
C. Pre-bid meetings before projects	#1, 2, 3, 4, 5, 6, 7
D. Project bidding meetings	#1, 2, 3, 4, 5, 6, 7
E. Meetings with specific business interest like the Chamber of Commerce and economic development authorities	#1, 2, 3, 4, 5, 6, 7
F. Press Release	#1, 2, 3, 4, 5, 6, 7
G. Public Meeting	#1, 2, 3, 4, 5, 6, 7

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of Casper/Natrona County International Airport's Title VI Plan, for detailed discussion of Affected Communities.

The specific steps Casper/Natrona County International Airport will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁶ are provided below.

⁶ "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.) ⁷	Focused Outreach Steps
i. Casper, Mills, Vista West, Evansville, Bar Nunn	Chamber of Commerce Visit Casper Advance Fly Casper Alliance	a. email b. letter c. phone call d. Publications in magazines e. Guest speaker at community events f. Educate at adult learning course through college g. attend meetings h. publications in newspaper i. Social media postings j. website information k. County Commission meetings l. Chamber of Commerce newsletter publications

4. Effective Communication

Casper/Natrona County International 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 Casper/Natrona County International Airport's Title VI Plan.

⁷ 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.

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

1 Newspaper publications

2 In-person meetings

3 Online meetings

4 Email correspondence

5 Website

6 Social Media

6. Records

This section includes the procedures the Title VI Coordinator 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

1 Airport Administration office

Records will be kept for community input. The records will document how the Title VI Coordinator 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 Airport Administration office

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.⁸ Demographic information will be requested by the following methods:

⁸ 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.

Demographic Information Collection Methods

1 Social media

2 General circulation newspapers

3 Community newspapers

4 Voluntary disclosure during bidding and outreach processes

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),⁹ the Title VI Coordinator 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 for that 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 the Title VI Plan.

⁹ 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 3¹⁰

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

Affected Communities ¹¹	Population
<i>Casper</i>	59,299
<i>Mills</i>	4,034
<i>Vista West</i>	940
Evansville	2,746
Bar Nunn	2,981
Hartrandt	724

(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 Communities¹²

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,” According to the www.data.census.gov/table, the overall poverty level for affected community known as Casper WY Metro Area is approximately 10.6%. The poverty rate remains low or comparable with the rest of U.S. Neighborhoods. The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
<i>Casper</i>	10.6%

¹⁰ [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].

¹¹ “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.

¹² 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.

<i>Mills</i>	9.0%
<i>Vista West</i>	1.7%
Evansville	5.2%
Bar Nunn	0.7%
Hartrandt	4.8%

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 follows¹³:

Affected Community: Casper
Total Affected Community Population: 57,549

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White, Not Hispanic or Latino	49,552	86.10%
Black or African American	166	.29%
American Indian or Alaska Native	629	1.09%
Asian	260	.45%
Native Hawaiian or Other Pacific Islander	16	.03%
Hispanic or Latino	5,143	8.94%
More than one	2,714	4.72%
Some other race alone	960	1.67%

Affected Community: Mills
Total Affected Community Population: 4,169

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White, Not Hispanic or Latino	3,271	78.46%
Black or African American	40	.96%
American Indian or Alaska Native	3	.07%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
Hispanic or Latino	646	15.50%
More than one	436	10.46%
Some other race alone	101	2.42%

¹³ Recommend using demographic groups from the U.S. Census.

Affected Community: Vista West
Total Affected Community Population: 817

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White, Not Hispanic or Latino	728	89.11%
Black or African American	0	0%
American Indian or Alaska Native	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
Hispanic or Latino	7	.86%
More than one	42	5.14%
Some other race alone	40	4.90%

Affected Community: Evansville
Total Affected Community Population: 2,755

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White, Not Hispanic or Latino	1,978	71.80%
Black or African American	45	1.63%
American Indian or Alaska Native	16	.58%
Asian	62	2.25%
Native Hawaiian or Other Pacific Islander	0	0%
Hispanic or Latino	542	19.67%
More than one	244	8.86%
Some other race alone	30	1.09%

Affected Community: Bar Nunn
Total Affected Community Population: 2,945

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White, Not Hispanic or Latino	2,358	80.07%
Black or African American	0	0%
American Indian or Alaska Native	48	1.63%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	110	3.74%
Hispanic or Latino	276	9.37%
More than one	331	11.24%

Some other race alone	53	1.80%
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Affected Community: Hartrandt
Total Affected Community Population: 903

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White, Not Hispanic or Latino	824	91.25%
Black or African American	0	0%
American Indian or Alaska Native	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
Hispanic or Latino	79	8.75%
More than one	19	2.10%
Some other race alone	8	.89%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that C/NCIA communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages¹⁴ that are spoken in LEP households in the Affected Communities. The data source is the U.S. Census Bureau, www.data.census.gov.

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.¹⁵ 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.

¹⁴ 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.

¹⁵ 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
Spanish	2,327	+/-475

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:

Additional Languages Spoken

French
Portuguese
German
Russian
Polish
Serbo-Croatian
Chinese

This information is updated annually¹⁶ 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

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

- The Airport does not have any programs where the Airport collects demographic data. The State of Wyoming does an economic impact study approximately every 3-5 years that the Airport participates in. In that study, demographic information is collected.

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. Job applicants are asked to submit the same information when submitting their job application.
- Every 4 years, all board members demographic information is updated at the time of the new term (every 4 years)

Appendix 2

In creating a Language Assistance Plan, the C/NCIA Board of Trustees 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

¹⁶ 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.

French
Portuguese
German
Russian
Polish
Serbo-Croatian
Chinese

C/NCIA also collects data for languages spoken by airport guests.¹⁷ Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Assistance requests (walkup) to airport staff in Terminal	n/a
Assistance requests to airport administration office and airline staff	n/a
Assistance requests to airport phones or emails	n/a
Assistance requests to airport information desks	n/a

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 C/NCIA 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:

¹⁷ 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 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
None	

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
Terminal Airline Counters	Spanish, Arabic, French and Mandarin
Multi-lingual staff pool	Some above languages

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
None	

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
Airport Administrative Office	All above languages

Description of Interpretation Assistance Processes

- Airport Airlines maintain multilingual employees. Generally, these employee volunteers are available to assist members of the public with verbal real-time interpretation, during normal business hours.
- The airport contracts with the Language Line, Inc. to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Airport information desk staff use I-Speak cards to identify the language spoken by the airport guest. Staff contacts Language Line, Inc. and “parks” the request in the queue for the appropriate language. Language Line, Inc. operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the Language Line Service binder. This log is kept for one year.