

# Airport Sponsor Community Participation Plan

## 1. Administration

The purpose of this Community Participation Plan (CPP) is to ensure that stakeholders or communities affected<sup>1</sup> by The Seattle Paine Field International Airport (PAE) 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>2</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 PAE CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
<b>1 Christy Cheever</b>	Administrative Programs Manager
<b>2 Kristin Banfield</b>	Airport Public Information Officer
<b>3 Katherine Wigestrاند</b>	Administrative Assistant

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

### **Website<sup>3</sup>, In-person, and Other Communication Methods**

<b>1 Website – <a href="https://www.painefield.com">https://www.painefield.com</a></b>
<b>2 Social media sites:</b> <b>Facebook: <a href="https://www.facebook.com/PaineFieldAirport">https://www.facebook.com/PaineFieldAirport</a></b> <b>X (Twitter): <a href="https://x.com/PaineField">https://x.com/PaineField</a></b>
3. Mailing
4. Outreach events
5. Community-wide emails
6. In person/virtual, as appropriate

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

[https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/)

<sup>1</sup> Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

<sup>2</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.

<sup>3</sup> <https://www.painefield.com>

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

**Website<sup>4</sup>, In-person, and Other Distribution Methods**

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| <b>1. Website – <a href="https://www.painefield.com">https://www.painefield.com</a></b> |
| 2. Outreach events / Open house(s)  |
| 3. In person  |

**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).

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

**Planning Processes**

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| <b>1. Inner terminal ramp</b>  |
| <b>2. Taxiway Echo Phase I</b>                                       |
| <b>3. Reconstruct RW 16R/34L (Phase I design &amp; Construction)</b> |
| <b>4. Rehabilitate East GA Apron / Taxiway Foxtrot</b>               |
| <b>5. Reconstruct Central T-Hangar Taxilanes</b>                     |
| <b>6. Rehabilitate Central GA Apron</b>                              |
| <b>7. Airport Master Plan</b>  |

PAE 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. SEPA when appropriate</b>	#1-7
<b>B. Website</b>	#1-7
<b>C. County Council Meetings</b>	#1-7
<b>D. Local media outlets (print, digital, and broadcast), when appropriate</b>	#3
<b>E. Paine Field Buzz (Enewsletter) when appropriate</b>	#1-7
<b>F. Social media outreach when appropriate</b>	#1-7
<b>G. Airport Commission meetings</b>	#1-7
<b>H. Meetings with specific business interests (tenants)</b>	#1-7

<sup>4</sup> <https://www.painefield.com/254/Title-VI>

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

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

The specific steps PAE will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>5</sup> are provided below.

<b>Affected Community</b>	<b>Key Community Reps. (CBOs, unions, leaders, etc.)<sup>6</sup></b>	<b>Focused Outreach Steps</b>
<b>i. Snohomish County</b>	Snohomish County Executive Dave Somers Snohomish County Councilmembers Nate Nehring (Dist 1), Megan Dunn (Dist 2), Strom Peterson (Dist 3), Jared Mead (Dist 4), Sam Low (Dist 5) Snohomish County Airport Commission Economic Alliance Snohomish County (connects to all Chambers of Commerce)	a. Attend/sponsor events as appropriate b. Engage with county representatives with communication / educational programs c. Present information to County Council d. Present information to Chambers and business groups e. Present information to community groups f. Engagement with local schools
<b>ii. Island County</b>	Island County Executive Michael Jones Island County Commissioners Melanie Bacon (Dist 1), Jill Johnson (Dist 2), Janet St. Clair (Dist 3)	a. Attend/sponsor events as appropriate b. Engage city and county representatives with communication / educational programs

<sup>5</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>6</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

## **4. Effective Communication**

PAE 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 PAE’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**

**1 Website:** <https://www.painefield.com>  
<https://www.painefield.com/254/Title-VI>

**2 Social media sites:**

**Facebook:** <https://www.facebook.com/PaineFieldAirport>

**X (Twitter):** <https://x.com/PaineField>

**3. Paine Field Buzz (newsletter)**

**4. Flyers, where applicable**

**5. Local media outlets (print, digital, and broadcast)**

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populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

## **6. Records**

This section includes the procedures PAE will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

### **Website<sup>7</sup>, In-person, and Other Storage Methods**

- 1 Website: <https://www.painefield.com>**
- 2. Snohomish County IT Computer Servers**
- 3. Designated Snohomish County offices:  
Paine Field Airport Administration Office**

Records will be kept for community input. The records will document how PAE 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<sup>8</sup>, In-person, and Other Storage Methods**

- 1 Website: <https://www.painefield.com>**
- 2. Snohomish County IT Computer Servers**

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>9</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

- 1. Surveys**
- 2. Voluntary disclosure by attendees on electronic sign-in sheets**
- 3. Event registration process, whenever applicable**

CPP records will be made available to the public using the same methods for other information outlined within this plan.

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<sup>7</sup> <https://www.painefield.com>

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<https://www.painefield.com>

<sup>9</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.

## **7. Reporting Outcomes**

**Within 30 days of the end of each fiscal year (FY),<sup>10</sup>** PAE 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 PAE's Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

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<sup>10</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>11</sup>

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

Affected Communities <sup>12</sup>	Population
Snohomish County	831,229
Island County	84,329

(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>13</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,” PAE is collecting information about affected and potentially affected low-income communities. According *U.S. Census Report, SI701: Poverty Status in the Past 12 Months*, the overall poverty level for Washington State is approximately 10.0%. The poverty rate remains low compared with the rest of the country. The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
Snohomish County	8.6%
Island County	6.8%

### Racial and Ethnic Communities.

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<sup>12</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>13</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.

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>14</sup>:

**Affected Community: Snohomish County**  
**Total Affected Community Population: 831,229**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
White	538,084	64.73%
Black or African American	29,900	3.60%
American Indian or Alaska Native	8,636	1.04%
Asian	109,787	13.21%
Native Hawaiian or Other Pacific Islander	5,385	.65%
Some other race alone	46,494	5.59%
More than one	92,943	11.18%

**Affected Community: Island County**  
**Total Affected Community Population: 83,743**

<b>Demographic Group within Affected Community</b>	<b>Number of People in Minority Group</b>	<b>Percent of Total Affected Community Population</b>
White	68,545	81.85%
Black or African American	1,916	2.29%
American Indian or Alaska Native	758	.91%
Asian	3,852	4.6%
Native Hawaiian or Other Pacific Islander	325	.39%
Some other race alone	1,619	1.93%
More than one	6,728	8.03%

**Limited English Proficiency (LEP).**

The goal of all language access planning and implementation is to ensure that PAE communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages<sup>15</sup> 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

<sup>14</sup> Recommend using demographic groups from the U.S. Census.

<sup>15</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.

the DOT safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>16</sup> The safe harbor for our community is 39,500. Please refer to the end of this document to find data for all languages in our community.

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

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

<b>Languages Spoken by LEP Persons</b>	<b>A few times a year (12 or less days a year)</b>	<b>Several times a month (13 to 51 days a year)</b>	<b>At least once a week (52 to 364 days a year)</b>	<b>Every day (365 days a year)</b>
<i>Spanish</i>				X
<i>Chinese (incl. Mandarin, Cantonese)</i>		X		
<i>Arabic</i>	X			
<i>Korean</i>			X	
<i>French</i>	X			

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

<sup>16</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.

This information is updated annually<sup>17</sup> through checking the following resources:

<b>Data Sources for Languages Spoken in Affected Community</b>	<b>Website link to Data Source</b>
<i>U.S. Census Bureau</i>	<a href="https://data.census.gov/table/ACSDT1Y2022.B16001?q=B16001">https://data.census.gov/table/ACSDT1Y2022.B16001?q=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.

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**

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- *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 through the job application website.*
  - *Every 3 years, the airport administration sends an email to all board members asking them to voluntarily and anonymously enter demographic information through an online survey.*
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<sup>17</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.