Columbus Regional Airport Authority
Rickenbacker International Airport
Airport Sponsor Community Participation Plan (CPP)[1]

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected[2] by CRAA 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 CRAA CPP are:

Responsible Official	Title, Office, and Responsibilities
1. Suzanne Bell	Sr. Attorney, Legal Services, ADA/Title VI Coordinator

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

Website[4], In-person, and Other Communication Methods
1. CRAA website at www.FlyColumbus.com.
2. In-person, as appropriate
3. FlyColumbus email newsletter
4. Social media (Facebook, Twitter/X, LinkedIn, Instagram, TikTok)
5. Advertising and Media Relations (press releases, media events, interviews)

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

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[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.

[4] https://flycolumbus.com/

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

Website[5], In-person, and Other Distribution Methods

1. CRAA website at www.FlyColumbus.com.
2. Upon in-person request
3. Public records request to PublicRecords@ColumbusAirports.com

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).

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

Planning Processes

1. Environmental impact of demolition of 2 hangars
2. Environmental impact of release of property for non-aeronautical development
3. Construction of new terminal building, garage and enabling projects
4. CMH Part 150 Public Hearing

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

Public Input Methods	**Planning Process(es) that use each Method**
A. Community meetings	#1,3,4
B. Request for input via email and/or website	#1, 3
C. Neighborhood Council updates	#1, 3
D. Board of Directors updates and agenda items	#1, 2, 3
E. City and County Permitting Process	#1, 2, 3

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[5] www.FlyColumbus.com.

3. Identification of and Focused Outreach to Affected Communities

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

The specific steps CRAA 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.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.)[7]	Focused Outreach Steps
i. Columbus, Ohio (Franklin County)	Community and business groups, schools, regional commissions	a. Worked with the Central Ohio Transit Authority and others to support the efforts to develop the Mobility Center at Rickenbacker to support area workers. b. Member of the Columbus Chamber of Commerce and Columbus Region Logistics Council which support Rickenbacker area businesses. c. Hosted Rickenbacker Development Forum with economic and area leaders, Ohio Chamber of Commerce President & CEO Steve Stivers, and cargo/logistic businesses d. Member of the Central Ohio Defense Working Group which supports the military/defense assets based at Rickenbacker International Airport
ii. Pickaway County	Member of P3 (Pickaway Progress Partnership) Community and business	Engage with them regularly on economic development opportunities and have attended their events like their Stakeholder Reception

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[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.
[7] Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. There 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.

iii. Columbus, Ohio (43217)	Community and business groups, - State Senator Kunze - State Representative Stewart -Area business Human Resource leaders. -Fisher College of Business, Center for Operational Excellence Alumni	a. Welcomed over 50,000 individuals at the Columbus Air Show b. Provided a briefing on CRAA work for State Senator Kunze c. Provided a Briefing on CRAA for State Representative Stewart d. Host and participate in the Rickenbacker Employer Area Network (REAN) meetings with Rickenbacker Area business Human Resource leaders. e. Provided a tour of the airport to The Ohio State University, Fisher College of Business, Center for Operational Excellence Alumni f. Provided a tour of the airport to JobsOhio, which does economic development work for the State of Ohio g. Commissioned a mural from local artist Adam Hernandez to honor the Tuskegee Airmen and did so in coordination with the Tuskegee Aimen Ohio Memorial Chapter
iv. Lockbourne, Ohio (43137)	community members - Mayor of Lockbourne	a. Mayor of Lockbourne spoke at a recent Board of Directors meeting, sharing their efforts around putting up a memorial wall of the history of Rickenbacker International Airport b. CRAA leaders attended the Memorial Wall Open House c. Invited Lockbourne community members to join us at the Columbus Air Show d. Shared information about the new terminal project at CMH and the Village wrote a letter of support for an application requesting federal funding. e. Participant in Lockbourne's 4th of July Parade
v. Groveport, Ohio (43125)	Community and business, regional commissions	a. Shared information about the new terminal project at CMH and the City of Groveport wrote a letter of support for an application requesting federal funding. b. Coordinated with Groveport's leadership and law enforcement regarding traffic and safety for the Columbus Air Show c. Participated in the Groveport Madison Schools Adopt-A-Family for Christmas gifts

vi. Obetz, Ohio (43207)	-State Senator Michelle Reynolds -State Representative Brown - Community and business, regional commissions	a. Shared information about the new terminal project at CMH and the City of Obetz. wrote a letter of support for an application requesting federal funding. b. Provided a briefing on CRAA work for State Senator Reynolds c. Provided a briefing on CRAA work to State Representative Brown

4. Effective Communication

CRAA 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 CRAA'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. www.FlyColumbus.com.
2. Social media platforms, as applicable
3. Hosting/Participating in community events
4. Advertising display boards; flight information display system boards, where applicable

6. Records

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

Website[8], In-person, and Other Storage Methods

1. www.FlyColumbus.com. as applicable
2. Offices of Communications and Public Affairs; Executive Office; Planning Office

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[8] www.FlyColumbus.com.

Records will be kept for community input. The records will document how CRAA 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[9], In-person, and Other Storage Methods

1. www.FlyColumbus.com.
2. Offices of Communications and Public Affairs; Executive Office; Planning 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.[10] Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1. Voluntary disclosure by attendees on sign-in sheet
2. 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.

7. Reporting Outcomes

Within 30 days of the end of each fiscal year (FY),[11] CRAA will create a CPP Report for the 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 that 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 CRAA's Title VI Plan.

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[9] www.FlyColumbus.com.

[10] 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.

[11] 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

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

Affected Communities[12]	Population
Columbus Ohio (Franklin County)	1,323,807
Columbus, Ohio (43217 Zip code)	2,602
Lockbourne Ohio, (43137 Zip Code)	2,408
Groveport Ohio (43125 Zip Code)	14,295
Ashville Ohio (43103 Zip Code)	12,282
Pickaway Ohio (Pickaway County)	61,086

(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[13].
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," CRAA 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 Franklin County is approximately 14.5%. The poverty rate remains similar compared with the rest of the state of Ohio. According to the U.S Census Report, S1701 Poverty Status in the Past 12 Months, the overall poverty level for the state of Ohio is approximately 13.3%. The poverty rates for the specific Affected Communities are as follows.

Affected Communities	Poverty Rate
Columbus Ohio (Franklin County)	15.0%
Columbus Ohio (43217 Zip Code)	13.6%
Lockbourne Ohio (43137 Zip Code)	21.3%
Groveport Ohio (43125 Zip Code)	9.6%
Ashville Ohio (43103 Zip code)	8.1%
Pickaway County	12.1%

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[12] "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.

[13] 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.

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:

Affected Community: Columbus Ohio (Zip code 43217)
Total Affected Community Population: 2,602

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	1,607	61.9%
Black or African American	401	15.4%
American Indian or Alaska Native	3	0.1%
Asian	62	2.3%
Native Hawaiian or Other Pacific Islander	4	0.1%
Hispanic or Latino	185	7.2%
More than one	256	9.8%
Some other race alone	75	2.8%

Affected Community: Ashville Ohio (Zip code 43103)
Total Affected Community Population: 12,282

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	11,350	90.9%
Black or African American	128	1%
American Indian or Alaska Native	30	0.2%
Asian	42	0.3%
Native Hawaiian or Other Pacific Islander	2	0%
Hispanic or Latino	199	1.5%
More than one	652	5.2%
Some other race alone	78	0.6%

Affected Community: Pickaway County Ohio Total Affected Community Population: 59,407		
Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	57,090	96.1%
Black or African American	2,560	4.3%
American Indian or Alaska Native	885	1.5%
Asian	564	0.9%
Native Hawaiian or Other Pacific Islander	38	0.1%
Hispanic or Latino	1	2.3%
More than one	2	0.1%
Some other race alone	908	1.5%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that CRAA communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages[14] that are spoken in LEP households in the Affected Communities. The data source is American Community Survey for Franklin County

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 1000. Please refer to the end of this document to find data for all languages in our community.

Franklin County LEP Data below

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[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	27,846	±3,124
Amharic, Somali, or other Afro-Asiatic languages	8,857	±1,981
Nepali, Marathi, or other Indic languages	4,736	±1,967
Arabic	4,188	±2,036
Yoruba, Twi, Igbo, or other languages of Western Africa	4,039	±1,652
Chinese (incl. Mandarin, Cantonese)	3,691	±1,258
French	2,859	±1,636
Swahili or other languages of Central, Eastern, and Southern Africa	2,604	±2,774
Vietnamese	2,538	±1,406
Haitian	1,978	±1,235
Portuguese	1,525	±1,340
Urdu	1,474	±785
Other Indo-European languages	1,315	±1,900
Japanese	1,136	±636
Hindi	1,075	±954
Korean	1,063	±711

Pickaway County LEP Data

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
Spanish	43	±42
African languages	0	±26
Portuguese	0	±26
German	10	±16
Chinese	0	±26
French	6	±9
Vietnamese	0	±26
Other West Germanic languages	0	±26
Scandinavian languages:	0	±26
Urdu	0	±26
Other Indo-European languages	0	±26
Japanese	0	±26
Hindi	0	±26
Korean	0	±26
Greek	0	±26
Russian	0	±26
Polish	0	±26
Serbo-Croatian:	0	±26
Other Slavic languages:	44	±64
Armenian:	0	±26
Mon-Khmer, Cambodian:	7	±16
Thai	4	±11

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			
Amharic, Somali, or other Afro-Asiatic languages	X			
Nepali, Marathi, or other Indic languages	X			
Arabic	X			
Yoruba, Twi, Igbo, or other languages of Western Africa	X			
Chinese (incl. Mandarin, Cantonese)	X			
French	X			
Swahili or other languages of Central, Eastern, and Southern Africa	X			
Vietnamese				
Haitian		X		
Portuguese	X			
Urdu				
Other Indo-European languages	X			
Japanese	X			
Hindi	X			
Korean				

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: The languages listed in the table above are representative of the most predominant languages spoken in the Franklin County area. CRAA regularly monitors data from Language Line to make sure language needs are met.

This information is updated annually[16] 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*

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[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.

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures. None.

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.   • CRAA regularly reviews the demographics of all Board members.

Appendix 2

Complete only if required by Section 4[17]

In creating a Language Assistance Plan, the CRAA 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

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[17] *[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].*

Language
Spanish
Amharic, Somali, or other Afro-Asiatic languages
Nepali, Marathi, or other Indic languages
Arabic
Yoruba, Twi, Igbo, or other languages of Western Africa
Chinese (incl. Mandarin, Cantonese)
French
Swahili or other languages of Central, Eastern, and Southern Africa
Vietnamese
Haitian
Portuguese
Urdu
Other Indo-European languages
Japanese
Hindi
Korean

CRAA also collects data for languages spoken by airport guests.[18] Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Airport language line usage data	*www.languageline.com*
Airline-provided data	*N/A*
Assumption from flight origin / destination	*N/A*
Assistance requests to airport information desks	*N/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 CRAA 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:

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[18] 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
Universal Document Translator, Inc.	*All above languages*

- Information regarding translation services can be obtained at

Location for Translation Assistance	Languages
Airport website request form	*All above languages*

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
Language Line, Inc.	*All above languages*

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
Airport Language Assistance page	*All above languages*

Description of Interpretation Assistance Processes

CRAA 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: Staff uses 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 connecting the requesting party to an interpreter for the duration of the call.