

Lincoln Airport Authority Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **Lincoln Airport Authority** 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 **Lincoln Airport Authority’s** CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Chad Lay	Director of Planning & Development

The responsible official’s contact information is shared with the public through the following methods:

Website, In-person, and Other Communication Methods
1 Office phone: 402-458-2400
2 Mail: 2400 W Adams St, Lincoln NE 68524
3. Email: c.lay@lincolnairport.com
4. website: www.lincolnairport.com

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

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

Website⁴, In-person, and Other Distribution Methods

1. Lincoln Airport Authority website, https://lincolnairport.com/wp-content/uploads/2024/09/LNK_Title-VI-Application_2024.pdf
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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).

Lincoln Airport Authority's planning processes that lead to decisions for projects or operations are:

Planning Processes

1. FAA Master Plan – Public workshops & Advisory Committee meetings
 2. Monthly Public Airport Authority Board Meetings
 3. Spring Airport Authority Public Budget Meetings
 4. Public General Aviation Forum
 5. Anonymously solicited input/feedback (via electronic, leases, contracts)
 - 6.
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Lincoln Airport Authority seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Public meetings to review alternatives & provide comments.	#2,3
B. Open House attendees can submit their comments.	#1,4
C. Surveys	#5
D.	#
E.	#
F.	#

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of **Lincoln Airport Authority's** Title VI Plan, for detailed discussion of Affected Communities.

The specific steps **Lincoln Airport Authority** will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁵ are provided below.

⁵ "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.) ⁶	Focused Outreach Steps
i.	Zip Code 68402	N/A	a.N/A b.
ii.	Zip Code 68521	City Council Members & Minority-owned businesses	a.Utilize targeted social media & marketing to low income areas b.Utilize Black/Asian/Hispanic media outlets
iii.	Zip Code 68522	City Council Members & Minority-owned businesses	a. Utilize targeted social media & marketing to low income areas b.Utilize Black/Asian/Hispanic media outlets
iv.	Zip Code 68524	City Council Members & Minority-owned businesses	a. Utilize targeted social media & marketing to low income areas b.Utilize Black/Hispanic media outlets
v.	Zip Code 68528	City Council Members & Minority-owned businesses	a. Utilize targeted social media & marketing to low income areas b.Utilize Black/Hispanic media outlets
vi.	Zip Code 68531	N/A	a.N/A b.

4. Effective Communication

Lincoln Airport Authority 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 **Lincoln Airport Authority’s** Title VI Plan.

⁶ 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. The Lincoln Airport Authority website, www.lincolnairport.com
2. We provide surveys for customers, tenants, bidders, public meeting attendees, employees, and Board members on website, via Survey Monkey, with QR codes, and via paper surveys.
3. Multiple social media platforms make announcements to the community.

6. Records

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

Website⁷, In-person, and Other Storage Methods

- 1 All records & survey results will be kept electronically on file in the LAA Admin Office.

Records will be kept for community input. The records will document how **Lincoln Airport Authority** 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:

Website⁸, In-person, and Other Storage Methods

- 1 All records & survey results will be kept electronically on file in the LAA Admin 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.⁹ Demographic information will be requested by the following methods:

⁷ [If adding a website, include the relevant webpage location address]

⁸ [If adding a website, include the relevant webpage location address]

⁹ 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

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|--|
| 1 Voluntary disclosure via survey available with a QR code |
| 2 Voluntary disclosure via survey available on our website |
| 3 Voluntary disclosure via survey with a link, emailed to recipient |
| 4 Voluntary disclosure via paper survey |

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),¹⁰ Lincoln Airport Authority 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 **Lincoln Airport Authority's** Title VI Plan.

¹⁰ 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 3¹¹

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

Affected Communities ¹²	Population
Zip Code 68402	1,330
Zip Code 68521	37,251
Zip Code 68522	14,496
Zip Code 68524	5,843
Zip Code 68528	6,929
Zip Code 68531	80

(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 Communities¹³.

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,” **Lincoln Airport Authority** is collecting information about affected and potentially affected low-income communities.

According to the U.S. Census Bureau, the average poverty level for the six zip codes considered to be in the Affected Communities is approximately 9.53%. The poverty rate remains similar compared with the rest of state. The poverty rates for the specific Affected Communities are as follows.

¹¹ [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].

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.

Affected Communities	Poverty Rate
Zip Code 68402	2.6%
Zip Code 68521	15.5%
Zip Code 68522	11.1%
Zip Code 68524	13.5%
Zip Code 68528	14.5%
Zip Code 68531	0.0%

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 follows¹⁴:

Affected Community: Zip Code 68402
Total Affected Community Population: 1,330

Demographic Group within Affected Community	Number of People in Group	Percent of Total Affected Community Population
White	1,283	96.5%
Black or African American	1	.0007%
American Indian or Alaska Native	1	.0007%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
Hispanic or Latino	26	1.9%
More than one	36	2.7%

Affected Community: Zip Code 68521
Total Affected Community Population: 37,251

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	26,855	72%
Black or African American	2,064	5.5%
American Indian or Alaska Native	291	.007%
Asian	2,908	7.8%
Native Hawaiian or Other Pacific Islander	21	.0005%
Hispanic or Latino	4,405	11.8%
More than one	3,306	8.8%

¹⁴ Recommend using demographic groups from the U.S. Census.

Affected Community: Zip Code 68522
Total Affected Community Population: 14,496

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	10,242	70%
Black or African American	1,188	8%
American Indian or Alaska Native	242	1.6%
Asian	861	5.9%
Native Hawaiian or Other Pacific Islander	12	.0008%
Hispanic or Latino	1,647	11%
More than one	788	5%

Affected Community: Zip Code 68524
Total Affected Community Population: 5,843

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	4,338	74%
Black or African American	336	5.7%
American Indian or Alaska Native	101	1.7%
Asian	78	1.3%
Native Hawaiian or Other Pacific Islander	8	.001%
Hispanic or Latino	797	13%
More than one	700	11%

Affected Community: Zip Code 68528
Total Affected Community Population: 6,929

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	5,296	76%
Black or African American	394	5.6%
American Indian or Alaska Native	60	.008%
Asian	319	4.6%
Native Hawaiian or Other Pacific Islander	7	.001%
Hispanic or Latino	648	9.3%
More than one	561	.008%

Affected Community: Zip Code 68531
Total Affected Community Population: 80

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	69	86%
Black or African American	1	1.2%
American Indian or Alaska Native	0	0%
Asian	1	1.2%
Native Hawaiian or Other Pacific Islander	0	0%
Hispanic or Latino	2	2.5%
More than one	7	8%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that **Lincoln Airport Authority** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages¹⁵ that are spoken in LEP households in the Affected Communities. The data source is U.S. Census Bureau.

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.¹⁶ The safe harbor for our community is 563, therefore the threshold is considered 5%. 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	1231	+/-436
Vietnamese	1471	+/-559
Arabic	580	+/-376

¹⁵ 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.

¹⁶ 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.

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	
Vietnamese			X	
Arabic			X	
Chinese		X		
Russian	X			
Japanese	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

None

This information is updated annually¹⁷ 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/table/ACSDT5Y2015.B16001?q=B16001:%20LANGUAGE%20SPOKEN%20AT%20HOME%20BY%20ABILITY%20TO%20SPEAK%20ENGLISH%20FOR%20THE%20POPULATION%205%20YEARS%20AND%20OVER&g=860XX00US68402,68521,68522,68524,68528,68531

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

- Airport Customer Service Office conducts annual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.
 - Participants and attendees at public meetings have the opportunity to complete an anonymous survey that includes demographic information.
 - Businesses that submit bids or offers have the opportunity to complete an anonymous survey that includes demographic information, submitted through a data collection website.
 - *Tenants...*
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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.
 - Every 3 years, LAA administration will send an email to all board members asking them to voluntarily and anonymously enter demographic information through an online survey.
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Appendix 2

¹⁷ 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.

Complete only if required by Section 4¹⁸

In creating a Language Assistance Plan, the **Lincoln Airport Authority** 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
Vietnamese
Arabic

Lincoln Airport Authority also collects data for languages spoken by airport guests.¹⁹ Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Survey of terminal employee/customer interactions	N/A

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
Chinese
Russian
Japanese

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 **Lincoln Airport Authority** 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:

¹⁸ [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].

¹⁹ 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.

- 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
Language Line Inc.	All above languages

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
Customer Service desk – Language Line services available	Over 270 languages
Customer Service desk – Google Translate on personal smartphones	Multiple languages available
Volunteer multi-lingual staff pool	Arabic, French, Spanish

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
Customer Service desk – Language Line services available	Over 270 languages
Customer Service desk – Google Translate on personal smartphones	Multiple languages available

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
Customer Service desk – Language Line services available	Over 270 languages
Customer Service desk – Google Translate on personal smartphones	Multiple languages available
Volunteer multi-lingual staff pool	Arabic, French, Spanish
Multi-lingual TSA agents	Spanish, Vietnamese

Description of Interpretation Assistance Processes

- Airport Customer Service desk maintains a list of multilingual employees, the languages they speak, and their associated contact telephone numbers. The list indicates whether each employee is proficient to provide interpretation and/or translation services. The list is updated annually. 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 Customer Service staff will call the Language Line phone number, enter our account PIN, and the operators will 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.

- Customer Service representatives who regularly use their personal smartphones may also utilize Google Translate to help customers in need. Customer Service representatives also know which TSA agents regularly translate for customers and can call them for assistance.
 - There are also a few TSA agents, not Lincoln Airport Authority employees, who regularly interpret/translate for the traveling public.
-