

# 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 **Salina 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.<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 **Salina Airport Authority** CPP are:

Responsible Official	Title, Office, and Responsibilities
<b>1 Pieter Miller, C.M.</b>	Executive Director
<b>2 Michelle R. Swanson, C.M.</b>	Director of Administration and Finance
<b>3 Kasey Windhorst</b>	Business and Communications Manager

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

### Website<sup>4</sup>, In-person, and Other Communication Methods

<b>1 Website:</b> <a href="https://www.salinaairport.com/public-information/staff.aspx">https://www.salinaairport.com/public-information/staff.aspx</a>
<b>2 In-person</b>
<b>3 On request</b>

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

<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.

<sup>4</sup> <https://www.salinaairport.com/public-information/civil-rights.aspx>

**Salina Airport Authority** 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:** [www.salinaairport.com/public-information/civil-rights.aspx](http://www.salinaairport.com/public-information/civil-rights.aspx)

**2 In person**

**3 On request**

## **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).

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

### **Planning Processes**

**1. Air Service Development Strategy** - Continual evaluation and implementation of strategies to attract and retain air service providers. Expand to three hub service during 2025.

**2. Renewable Energy and Sustainability Projects** - Planning and implementation of solar, wind, or other renewable energy projects on airport property specifically as it relates to the rehabilitation of the MJ Kennedy Air Terminal Building and parking lot expansion during 2025-2026.

**3. Infrastructure Expansion Project** of the 80-acres to the south of Waterwell road to provide opportunities for additional industrial center development tracts. This includes planning for utilities, roadways, and other infrastructure necessary to support growth.

**4. Airport Master Plan Update Process** - Update the long-term master plan for airport development.

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<sup>5</sup> <https://www.salinaairport.com/public-information/civil-rights.aspx>

**Salina Airport Authority** 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.</b> Public monthly board meetings	#1-4
<b>B.</b> Public special board meetings	#1-4
<b>C.</b> Surveys in partnership with the Salina Area Chamber of Commerce	#1-4
<b>D.</b> Communication through the SAA’s quarterly newsletter	#1-4
<b>E.</b> Presentations to local civic groups	#1-4
<b>F.</b> Presentations at City, County and Economic Development Organization	#1-4

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

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

The specific steps **Salina Airport Authority** 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.

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<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.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.) <sup>7</sup>	Focused Outreach Steps
Kansas Department of Transportation (KDOT) District 2, detailed below:		
i. Saline County, Kansas	City Commission, County Board, Media outlets	<p><b>1. Air Service Development Strategy</b></p> <ul style="list-style-type: none"> <li>a. Host public updates (in-person and virtual) to explain the progress toward expanding to three hub services and the expected benefits.</li> <li>b. Distribute press releases to local media and community newsletters.</li> <li>c. Create an airport-specific microsite or landing page to centralize updates and FAQs on air service development.</li> <li>d. Share infographics and videos on social media and the <a href="http://www.salinaairport.com">www.salinaairport.com</a> website explaining how expanded hub services will benefit the community, such as improved connectivity and economic growth. Conduct passenger surveys at the airport and online to gather feedback on preferred destinations and service needs.</li> </ul> <p><b>2. Renewable Energy and Sustainability Projects</b></p> <ul style="list-style-type: none"> <li>a. Use local radio, social media campaigns, and email newsletters to provide construction updates and emphasize sustainability goals.</li> <li>b. Share information on public displays in the terminal to inform travelers about the renewable energy project and its environmental benefits.</li> </ul>
ii. McPherson County, Kansas		
iii. Dickinson County, Kansas		
iv. Marion County, Kansas		
v. Cloud County, Kansas		
vi. Clay County, Kansas		
vii. Ellsworth County, Kansas		
viii. Mitchell County, Kansas		
ix. Ottawa County, Kansas		
x. Morris County, Kansas		
xi. Washington County, Kansas		
xii. Republic County, Kansas		
xiii. Lincoln County, Kansas		
xiv. Jewell County, Kansas		

<sup>7</sup> Potential representatives include Salina Area Chamber of Commerce, Salina Community Economic Development Association, 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.

xv. Chase County,  
Kansas

- c. Set up a feedback portal or suggestion box (physical and online) for community members to share their ideas or concerns regarding renewable energy projects.

**3. Infrastructure Expansion Project**

- a. Use visual aids, such as maps and renderings, in public meetings to demonstrate how the 80-acre expansion will enhance the industrial center and create development opportunities.
- b. Create a series of short videos featuring interviews with planners and potential business tenants to highlight the project's potential.
- c. Develop brochures or handouts explaining how infrastructure expansions support economic growth and job creation.
- d. Use an online survey platform to gather feedback on community priorities for the expanded infrastructure.

**4. Airport Master Plan Update Process**

- a. Regularly update the community via newsletters, press releases, and social media about milestones in the master plan update process.
- b. Include easy-to-read summaries of the master plan's goals and objectives in community bulletins.
- c. Host public meetings/webinars with planners to explain how the master plan is developed and its long-term significance for the community.
- d. Develop an FAQ section on the airport's website specifically dedicated to master plan updates.
- e. Organize visioning workshops or charrettes where community members can participate in brainstorming sessions for the master plan.
- f. Establish a public comment period and create a formal mechanism (e.g., email submissions or online forms) for residents to review and provide input on draft updates.

## **4. Effective Communication**

**Salina 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 **Salina Airport Authority'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 Biennial Survey of guests**

**2 Community events**

**3 Website survey**

**4 Social Media survey**

**5 Lobby Monitor displays**

**6 Newsletters/News releases**

**7 Executive Summaries**

## **6. Records**

This section includes the procedures **Salina 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:

### **Website<sup>8</sup>, In-person, and Other Storage Methods**

**1 Website**

**2 Local server**

Records will be kept for community input. The records will document how **Salina 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:

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<sup>8</sup> - <https://www.salinaairport.com/public-information/civil-rights.aspx>

## Website<sup>9</sup>, In-person, and Other Storage Methods

### 1 Website

### 2 Local Server

<https://www.salinaairport.com/public-information/civil-rights.aspx>

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, spoken languages, and community membership.<sup>10</sup> Demographic information will be requested by the following methods: Voluntary disclosure by attendees in sign-in sheets or through registration process.

## Demographic Information Collection Methods

### 1 Anonymous survey online

### 2 Anonymous survey hard copy

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>11</sup> Salina Airport Authority will create a CPP Report for the completed FY. The report will summarize efforts undertaken 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 for the prior 3 years will be included with **Salina Airport Authority's** Title VI Plan.

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<sup>9</sup> - <https://www.salinaairport.com/public-information/civil-rights.aspx>

<sup>10</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.

<sup>11</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.