

Jackson Hole Airport Board Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **Jackson Hole Airport Board** 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 **Jackson Hole Airport Board CPP** are:

Responsible Official	Title, Office, and Responsibilities
1. Michelle Anderson	Chief Financial Officer, Title VI Compliance
2. Anna Valsing	Chief of Staff, Administration, Administrative Support

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

1. Website (<https://www.jacksonholeairport.com/airport-board/titlevi-lep-ada/>)
2. Unlawful Discrimination Posters posted in prominent locations across facility.

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

Jackson Hole Airport Board also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

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| 1. Website (https://www.jacksonholeairport.com/airport-board/titlevi-lep-ada/) |
| 2. In-person (Jackson Hole Airport Administration Offices) |
| 3. Distributed during applicable meetings to meeting attendees. |

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).

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

Planning Processes

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| 1. Jackson Hole Airport Board Meetings |
| 2. Jackson Hole Airport Board Retreats |
| 3. Public Outreach and Planning Process for Proposed Aviation Safety Facility |
| 4. Jackson Hole Airport Fly Quiet Program |
| 5. Development of Roadmap to Net Zero |
| 6. Airport Carbon Accreditation Certification |
| 7. ACDBE and DBE Goal Setting |

Jackson Hole Airport Board seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Oral Public Comment	#1, 2, 3, 7
B. Written Public Comment	#1, 2, 3, 7
C. Public meetings to provide project information and receive input	#3, 4, 5, 6, 7
D. Outreach to operators with program results	#4

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of **Jackson Hole Airport Board**'s Title VI Plan, for detailed discussion of Affected Communities.

The specific steps **Jackson Hole Airport Board** will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁴ are provided below.

⁴ "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.) ⁵	Focused Outreach Steps
i. Teton County, WY	a. Elected Officials b. Town Manager c. County Administrator d. Chamber of Commerce e. National Park Service Superintendent of Grand Teton National Park	a. Advertisements in local newspapers and on social media b. Airport website is routinely updated with current project information and airport initiatives c. Mass emails sent with critical information to appropriate email distribution groups d. Meeting with Homeowner Associations for houses immediately adjacent to the Airport e. Participation in local community events (booths, speakers, etc.) f. Regular engagement with local elected officials
ii. Teton County, ID	a. Elected Officials	a. Advertisements on social media b. Airport website is routinely updated with current project information and airport initiatives c. Mass emails sent with critical information to appropriate email distribution groups
iii. Sublette County, WY	a. Elected Officials	a. Advertisements on social media b. Airport website is routinely updated with current project information and airport initiatives c. Mass emails sent with critical information to appropriate email distribution groups.
iv. Lincoln County, WY	a. Elected Officials	a. Advertisements on social media b. Airport website is routinely updated with current project information and airport initiatives c. Mass emails sent with critical information to appropriate email distribution groups

4. Effective Communication

Jackson Hole Airport Board 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 as required. See Limited English Proficiency (LEP) section of **Jackson Hole Airport Board'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. Social Media (Facebook, Instagram, Twitter)
2. Airport Website
3. Email Distribution Groups
4. Local Newspapers (Legal and Display Advertisements)
5. Local Radio Ad's

6. Records

This section includes the procedures **Jackson Hole Airport Board** 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. Chief of Staff maintains in Document Management Software (FileHold) and Microsoft One Drive files.

Records will be kept for community input. The records will document how **Jackson Hole Airport Board** 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. Chief of Staff maintains in Document Management Software (FileHold) and Microsoft One Drive files.

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.⁶ Demographic information will be requested by the following methods: voluntary disclosures by attendees at all meetings.

Demographic Information Collection Methods

1. Voluntary demographic information disclosure form available at all meetings.

⁵ 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.

⁶ 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.

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),⁷ Jackson Hole Airport Board 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 for prior years will be included with any updates to the **Jackson Hole Airport Board'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.

⁷ 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.

