



COMMUNITY PARTICIPATION PLAN (CPP)

MAY 2024



Yuma County Airport Authority

Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **Yuma County Airport Authority, Inc. (YCAA), sponsor of Yuma International Airport (NYL)**, 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 individual primarily responsible for implementing the YCAA CPP is:

Responsible Official	Title, Office, and Responsibilities
1. Gabriela Reyes	Finance and Human Resources Manager, Title VI Coordinator
2. Gladys Brown	NYL Airport Director
3. Gen Grosse	Property & Community Relations

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

Website⁴, In-person, and Other Communication Methods

1. NYL Title VI webpage
2. NYL general comments webpage (routes Title VI questions to the Title IV coordinator)
3. NYL general phone number (928-726-5882)
4. In person, as appropriate (2191 E. 32nd St. Suite 218, Yuma, AZ 85365)

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

⁴ Title VI Webpage: <https://flyyuma.com/titlevi.html>; General Comments Webpage: <https://yuma1.yumaairport.com/Yuma/CallMe.nsf/help?OpenForm>

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

Website⁵, In-person, and Other Distribution Methods

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| 1. NYL Title VI webpage |
| 2. Upon request via the NYL general comments webpage |
| 3. Upon request via the NYL general phone number (928-726-5882) |
| 4. Upon in-person request, as appropriate (2191 E. 32nd St. Suite 218, Yuma, AZ 85365) |

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 and public meetings (e.g., Board of Directors meetings), not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

YCAA’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. YCAA Board of Directors meetings |
| 2. DBE triennial goal development public meeting |
| 3. Airport Layout Plan / Airport Capital Improvement Plan updates |

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

Public Input Methods	Planning Process(es) that use each Method
A. Surveys	#1, 2
B. Community meetings / Public open houses	#1, 2, 3
C. Airport board meetings	#1, 2, 3
D. Dedicated website comment form	#1
E. Formal notice of public comment period	#1, 2

⁵ Title VI Webpage: <https://flyyuma.com/titlevi.html>; General Comments Webpage: <https://yuma1.yumaairport.com/Yuma/CallMe.nsf/help?OpenForm>

3. Identification of and Focused Outreach to Affected Communities

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

The specific steps YCAA 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. US Census Tract 7	Community groups, business groups, and schools	a. Present information to Chamber of Commerce b. Attend/sponsor events, as appropriate. c. Engage in educational programs and activities. d. Member of business groups and community groups
ii. US Census Tract 8	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities. c. Member of business groups and community groups
iii. US Census Tract 9.01	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities. c. Member of business groups and community groups
iv. US Census Tract 9.07	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities. c. Member of business groups and community groups
v. US Census Tract 9.08	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities. c. Member of business groups and community groups
vi. US Census Tract 10.01	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities. c. Member of business groups and community groups
vii. US Census Tract 10.03	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities. c. Member of business groups and community groups
viii. US Census Tract 10.04	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities. c. Member of business groups and community groups
ix. US Census Tract 11	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities. c. Member of business groups and community groups
x. US Census Tract 12	Community groups, business groups, and schools	a. Attend/sponsor events, as appropriate. b. Engage in educational programs and activities c. Member of business groups and community groups

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

4. Effective Communication

YCAA 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 YCAA'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.

Monitors and Other Communication Platforms

1. NYL [website](#), where applicable
2. Airport signage and display monitors, where applicable
3. Announcements, articles, and press releases in local newspaper(s), where applicable
4. Printed and virtual materials at stakeholder and community meetings, where applicable
5. Sponsored/hosted community events, where applicable

6. Records

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

Website⁸, In-person, and Other Storage Methods

1. Designated YCAA offices (2191 E. 32nd St. Suite 218, Yuma, AZ 85365)
2. YCAA Title VI Plan
3. NYL [website](#), where applicable

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

⁸ <https://flyyuma.com/titlevi.html>

Website⁹, In-person, and Other Storage Methods

1. Designated YCAA offices (2191 E. 32nd St. Suite 218, Yuma, AZ 85365)
2. YCAA Title VI Plan
3. NYL [website](#), where applicable

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 meeting attendees via registration processes
2. Voluntary disclosure by meeting attendees via sign-in sheets
3. Voluntary disclosure by survey respondents, where 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 YCAA 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 in 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 YCAA's Title VI Plan, which is updated every three years. Thus, a Title VI Plan update will include the CPP Reports from the prior three years.

⁹ <https://flyyuma.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.