



Human Resources Department

DATE: May 28, 2024

FROM: Leanne Schmidt, Human Resources Director

ITEM: Community Participation Plan

REQUEST:

Receive, consider, and approve the updated Community Participation Plan.

BACKGROUND INFORMATION:

Once approved, the Community Participation Plan will be finalized.

RECOMMENDED CITY COMMISSION ACTION:

Approve the updated Community Participation Plan.

STAFF CONTACT INFORMATION:

Leanne Schmidt, Human Resources Director, 701-355-1332, lschmidt@bismarcknd.gov
Julie Peplinski, HR Assistant, 701-355-1334, jpeplinski@bismarcknd.gov

ATTACHMENTS:

1. Title VI Community Participation Plan - Final Draft

City of Bismarck-Bismarck Airport Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **City of Bismarck-Bismarck Airport** 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 **City of Bismarck** CPP are:

Responsible Official	Title, Office, and Responsibilities
Leanne Schmidt	Human Resources Director, Title VI Coordinator, and ADA Coordinator
Timothy Thorsen	Assistant Airport Director, Airport Staff Official supporting Title VI program, Airport DBE/ACDBE Liaison Officer
Janelle Combs	City Attorney, Staff Official supporting Title VI program

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

Contacts are included in plans. Plans are posted in the entrances of Bismarck Airport passenger terminal.

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.

Website, In-person, and Other Communication Methods

- 1. “Contact Us” on City Website**
- 2. “Contact Us” on Airport Web site.**
- 3. In person walk into City Administration/Department offices.**
- 4. Reach out/ respond to phone inquiries.**
- 5. Reach out/respond by letter.**

In addition, **City of Bismarck** will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with **City of Bismarck** and the FAA and other applicable Federal entities. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of **City of Bismarck**’s Title VI Plan. If changes have been made since the Title VI plan has been completed the poster template below will be filled out and posted:

https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/

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

Website, In-person, and Other Distribution Methods

- 1 City building entrances citywide**
- 2 City Website**
- 3. Bismarck Airport Website**
- 4. Public Access TV**
- 5. Press releases**

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).

City of Bismarck’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

The Airport Master Plan is posted at <https://www.bismarckairport.com/>. Approved EA’s are posted at <https://www.bismarckairport.com/>.

Bismarck Airport conducts a Capital Improvement Program (CIP) meeting with FAA-Dakota Minnesota Airports District Office (ADO) monthly, each third Thursday at 10:00 AM CT. The

meeting is conducted in person at airport administration with call in and MS Teams also available. North Dakota Aeronautics Commission (NDAC) project manager attends the monthly meeting. Annually (summer) a specific meeting is set up with NDAC to discuss CIP and grant needs. Ad hoc meetings are scheduled to complete periodic plan reviews. Approval of plans and other actions occurs at meetings of the Board of City Commissioners which is the elected governing board of Bismarck Airport.

Planning Processes

1. Terminal Expansion Study
2. City Commission meetings
3. Budget Committee meetings
4. FAA CIP meetings
5. NDAC CIP meetings
6. Periodic project plan review meetings
7. Weekly scheduled construction progress meetings

City of Bismarck seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Advertised (Public Notice) through local newspaper of record	#2, 3, 6
B. Published on City and Airport Website	#1,2,3, 6
C. Direct outreach to known ACDBE's on NDDOT web site (Unified Certification Program for ND).	#1
D. Public Open house for project review	#1
E. Public comment period at City Commission Meetings	#1,2,3,4

3. Identification of and Focused Outreach to Affected Communities

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

The specific steps **City of Bismarck** 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.

Affected Community	Key Community Reps. (CBOs, leaders, etc.)	Focused Outreach Steps
a. Bismarck Public	<ul style="list-style-type: none"> a. City Administration Assistants. b. City Communications Strategist c. Airport Marketing and Operations Manager . 	<ul style="list-style-type: none"> a. Public Notices (Bismarck Tribune) b. Commission Meetings (Public Access TV and Internet. c. City Website d. Airport web site e. Public open house meetings f. Direct outreach

City of Bismarck 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 materials in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of **City of Bismarck**'s Title VI Plan.

⁴ "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.

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 contact information for the public to share project or operational feedback with our office and the FAA.

Social Media, Monitors, and Other Communication Platforms

1 Airport and City Website

2 Publish in Local Newspaper of Record

3. Survey comments at City Commission meetings

6. Records

This section includes the procedures **City of Bismarck** 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, In-person, and Other Storage Methods

1. Electronically on City of Bismarck servers.

2. Airport hard copy files.

Records will be kept for community input. The records will document how **City of Bismarck** considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback.

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.⁵ Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1. Voluntary disclosure by attendees in commission meeting sign in sheets.

2. Voluntary disclosure by attendees at Terminal Expansion public meetings

3. Voluntary disclosure using QR code surveys notices through terminal, conference rooms and placed in project specification documents.

⁵ 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), City of Bismarck will create a CPP Report for 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 that FY,
2. The results of those efforts for 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 **City of Bismarck's** Title VI Plan. The CPP reports for the previous three years will be added to the three-year update of the Title VI Plan.