

# COMMUNITY PARTICIPATION PLAN

Kenton County Airport Board  
December 2023



# CVG 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 Cincinnati/Northern Kentucky International Airport Sponsor (“CVG”) 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 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 CVG CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
Larisa Sims	Director, Business Administration (Business Administration) – responsible for Title VI and CPP Plan oversight
Meleia Michels	Senior Manager, Customer Services (Customer Experience) – responsible for day-to-day ADA/Section 504 and Title VI compliance
Seth Cutter	Vice President, Public Affairs (Public Affairs) – responsible for oversight of community relations activities
Kim Best	Community Relations Manager (Public Affairs) – responsible for general community engagement activities

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

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<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.

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

Airport website
In-person community outreach meetings and presentations
Digital publications regularly distributed
Customer service telephone lines

In addition, CVG will ensure that members of the public are advised of nondiscrimination obligations. This includes how to file discrimination complaints with CVG and the FAA. Also, FAA-provided Unlawful Discrimination Posters will be conspicuously displayed at airport facilities. See Notice section of CVG’s Title VI Plan.

CVG 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**

Airport website
Newspaper advertisements
In-person meetings
Direct email notices
Digital publications regularly distributed

## **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).

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

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<sup>4</sup> <https://CVGairport.com>

<sup>5</sup> <https://CVGairport.com>

### **Planning Processes**

1. Noise exposure map updates and Noise Compatibility Program updates, including to nighttime runway use procedures Updates and nighttime runway use program updates
2. Ongoing air cargo developments by Amazon Air
3. Ongoing air cargo developments by DHL Express
4. Ongoing various air cargo developments (MRO hangar development and general freight facility development)
5. Terminal and passenger facility improvements, including refurbishment of Concourses A and B, transportation tunnel, and baggage handling system
6. Ramp rehabilitation
7. Runway 18/36 Center rehabilitation

CVG 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. Website notices and forms</b>	#1,2,3,4,5,6,7
<b>B. Direct email contact through quarterly publications</b>	#1,2,3,4,5,6,7
<b>C. Public workshops and meetings</b>	#1
<b>D. Social media channels/platforms</b>	#2,3,4,5,6

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

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

The specific steps CVG 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
<b>i. Boone County, KY</b>	<ul style="list-style-type: none"> <li>a) Elected officials</li> <li>b) Community/civic leaders and business owners</li> <li>c) Neighbors residing in subdivisions adjacent to airport</li> </ul>	<ul style="list-style-type: none"> <li>1. Direct email contact about projects (a,b)</li> <li>2. Participation at and presentations to community meetings, such as the Florence Business Council and Northern Kentucky branch of the NAACP (a,b,c)</li> <li>3. Correspondence with and outreach to neighborhood groups for projects specifically impacting communities (a,b,c)</li> <li>4. Advertorials in community media (i.e. <i>What's Happening in Boone County</i>) and website updates about projects (a,b,c)</li> <li>5. Social media platform posts about project updates (a,b,c)</li> </ul>

#### **4. Effective Communication**

CVG 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 CVG’s Title VI Plan.

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<sup>7</sup> Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. Their 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 used to effectively reach the broadest audience. The following platforms will be used to communicate project details, nondiscrimination obligations, and/or points of contact for the public to share project or operational feedback with CVG and the FAA.

### **Social Media, Monitors, and Other Communication Platforms**

Airport website
Airport Facebook page
Airport X (Twitter) profile
Airport LinkedIn page
Airport Instagram profile
Community events and presentations
Passenger surveys administered through airport Terminal WiFi
Community surveys sent directly to local leaders for feedback

## **6. Records**

This section includes the procedures CVG 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 Airport website under Title VI Plan/PPP section of Notices page
2 Electronic or printed reports in the Public Affairs department offices

Records will be kept for community input. The records will document how CVG 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<sup>9</sup>, In-person, and Other Storage Methods**

1 Airport website under Title VI Plan/PPP section of Notices page
2 Electronic or printed reports in the Public Affairs department offices

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability,

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<sup>8</sup> <https://CVGairport.com/notices>

<sup>9</sup> <https://CVGairport.com/notices>

languages spoken, and community membership.<sup>10</sup> Demographic information will be requested by the following methods:

**Demographic Information Collection Methods**

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**1** For events, voluntary disclosure when registering or signing in for the event

**2** As anonymized questions in surveys, when administered electronically

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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> CVG will create a CPP Report for the completed FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. Specific steps taken to produce meaningful engagement with Affected Communities the completed FY,
2. Results of those efforts for the completed FY, and
3. How Affected Communities’ comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with CVG’s Title VI Plan.

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<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.