

# Redmond Municipal Airport 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 Redmond Municipal 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.<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 Redmond Municipal Airport CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Nicolle Myrick	Properties Specialist
2	

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

Website <sup>4</sup> , In-person, and Other Communication Methods
1. <a href="https://flyrdm.com/corporate/publications-policies/">https://flyrdm.com/corporate/publications-policies/</a>
2. In person at 2522 SE Jesse Butler Circle, Redmond OR 97756
3. Stakeholder meetings

In addition, Redmond Municipal Airport will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with Redmond Municipal Airport and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of Redmond Municipal Airport’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. (June 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://flyrdm.com/corporate/publications-policies/>

Redmond Municipal Airport 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**

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| 1. Visitor’s Desk in terminal  |
| 2. Redmond Municipal Airport website, <a href="https://flyrdm.com/corporate/publications-policies/">https://flyrdm.com/corporate/publications-policies/</a>  |
| 3. Via US Mail at 2522 SE Jesse Butler Circle, Redmond, OR 97756   |
| 4. In person at 2522 SE Jesse Butler Circle, Redmond, OR 97756   |
| 5. Via email or hard copy by contacting the Title VI Coordinator at 541-504-3077 or <a href="mailto:nicolle.myrick@flyrdm.com">nicolle.myrick@flyrdm.com</a> |

**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).

Redmond Municipal Airport’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. Terminal Expansion (various phases) |
| 2. Airport Committee Meetings          |

Redmond Municipal Airport seeks public input for the above processes through the following methods:

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<sup>5</sup> <https://flyrdm.com/corporate/publications-policies/>

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
A. Stakeholder Meetings	#1
B. Advertise on website and social media	#1, 2
C. Post notice in publications	#1, 2
D. Email community organizations	#1
E. Post on Oregon bid	#1
F. Advertisements in community-focused media	#1
G. Attend community organized events	#1
H. Chambers of Commerce	#1

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

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

The specific steps Redmond Municipal Airport 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.

<b>Affected Community</b>	<b>Key Community Reps. (CBOs, unions, leaders, etc.)<sup>7</sup></b>	<b>Focused Outreach Steps</b>
i. 97756	Chamber of Commerce, Redmond Economic Development Inc., Redmond City Council, Economic Development for Central Oregon, Airport Committee	a. Advertisements in community-focused media b. Community organized events c. Present information at meetings d. Attend or sponsor community events e. Engagement with members and leaders

<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.  
<sup>7</sup> 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 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**

Redmond Municipal Airport 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 Redmond Municipal Airport’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. Redmond’s Airport website: [www.flyrdm.com](http://www.flyrdm.com)
2. Facebook - @RDMairport
3. LinkedIn – Redmond Municipal Airport – RDM
4. X (Twitter) - @flyrdm
5. Instagram - @rdmairport
6. Email communications [civilrights@flyrdm.com](mailto:civilrights@flyrdm.com)
7. Printed materials at stakeholder and community group meetings
8. Press Releases
9. Attendance at in-person events
10. Redmond News & Media

## **6. Records**

This section includes the procedures Redmond Municipal Airport 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 RDM's internal computer storage
- 2 Redmond City Records Office

Records will be kept for community input. The records will document how Redmond Municipal Airport 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 RDM's internal computer storage
- 2 Redmond City Records Office

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.<sup>10</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

1. The airport administration sends an email to all board members asking them to enter demographic information voluntarily and anonymously through an online survey.
2. The Customer Experience Survey is posted on the airport's website [www.flyrdm.com](http://www.flyrdm.com). The survey includes voluntary requests for demographic information.
3. For business outreach events, voluntary submission of demographics will be collected during registration process
4. For stakeholder meetings or business outreach events, when there is a post-event evaluation, voluntary demographic survey will be included.

CPP records will be made available to the public using the same methods for other information outlined within this plan.

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<sup>8</sup> <https://flyrdm.com/corporate/publications-policies/>

<sup>9</sup> <https://flyrdm.com/corporate/publications-policies/>

<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.

## **7. Reporting Outcomes**

Within 30 days of the end of each fiscal year (FY),<sup>11</sup> Redmond Municipal Airport 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 in that FY,
2. The results of those efforts for the completed in 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 Redmond Municipal Airport'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.

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<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.

