

## Tri-Cities Airport (PSC) Sponsor Title VI Plan

### **1. Title VI Policy Statement<sup>1</sup>**

Port of Pasco (Tri-Cities Airport PSC) assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, “Title VI and related requirements”), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

Port of Pasco (Tri-Cities Airport PSC) further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the Port of Pasco (Tri-Cities Airport PSC) will take action to involve them and the general public in the decision-making process.

Port of Pasco (Tri-Cities Airport PSC) requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between Port of Pasco (Tri-Cities Airport PSC) and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Tara White, Title VI Coordinator, available at (509-547-6352 and taraw@portofpasco.org), is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.



**Signature**  
Donald “Buck” Taft  
Airport Director

April 1, 2024  
Effective Date

April 1, 2027  
3-Year Expiration Date

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<sup>1</sup> This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

## **2. Administration**

The Port of Pasco Board of Commissioners has reviewed and adopted this Title VI Plan for Port of Pasco (Tri-Cities Airport PSC). This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes. Significant revisions to our policies or federal guidelines may warrant re-adoption by the Port of Pasco Board of Commissioners and resubmittal to FAA.

In addition to the coordinator and airport sponsor's leadership, the following people also assist with our Title VI program requirements: Airport Project Engineer on Federal projects (Ryan Bergstrom at Mead & Hunt), Marketing/Communications consultant (Katie Franco, Aviatrix Communications), other internal departments (Don Faley, Deputy Airport Director, Donna Watts, Director of Finance), as needed.

Port of Pasco (Tri-Cities Airport PSC) has no airport program sub-recipients.

As of the date of this plan, Port of Pasco (Tri-Cities Airport PSC) has no pending applications for Federal financial assistance.

Updated information for pending and awarded grant applications will be available through the following methods:

<b>Federal Source</b>	<b>Grant Award Information Available at:</b>
<i>FAA AIP</i>	<a href="https://www.faa.gov/airports/aip/">https://www.faa.gov/airports/aip/</a>

## **3. Grant and Procurement Assurances**

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

Port of Pasco (Tri-Cities Airport PSC) will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. Please see those requirements at this link: [https://www.faa.gov/airports/aip/grant\\_assurances/#current-assurances](https://www.faa.gov/airports/aip/grant_assurances/#current-assurances).

### **Clauses/Covenants**

- a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA shown at this link: [https://www.faa.gov/airports/aip/procurement/federal\\_contract\\_provisions/](https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/). Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.
- b. The Port of Pasco (Tri-Cities Airport PSC) requires Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

### **Description of Oversight Methods for Subcontracts**

*Projects: Contract templates are used. Airport Consultant (Project Engineer on all Federal Projects) provides regular checks and audits on subcontracts to ensure adequate language is included. A sample of subcontracts (5%) will be checked quarterly to ensure Title VI language is in all subcontracts.*

*Leases: Annual Training with airport tenants ensures the knowledge of the requirements is consistent regarding sub-leases. Language in leases indicates all sub-leases and assignments require Port approval.*

## **4. Title VI Coordinator Responsibilities**

The Title VI Coordinator is responsible for ensuring that she and other staff supporting Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

Please see the Training Section for more information about the expected training for all staff.

Among other responsibilities, the coordinator:

- Proactively works to ensure the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to Port of Pasco (Tri-Cities Airport PSC) leadership on the status of Title VI compliances.
- Responds promptly to requests by FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The intent is for the data to be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in voluntary self-disclosure

surveys and other methods to be later described in the upcoming Community Participation Plan (CPP) due to the FAA later this year.

- Maintains any voluntary, self-disclosed demographic data received for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.
- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The Coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

## **5. Notice**

### **49 CFR Part 21 Appendix C(b)(2)(ii)**

The Port of Pasco (Tri-Cities Airport PSC) will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The coordinator ensures that these posters are visible, accessible,<sup>2</sup> and maintained. The poster template is available at [https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/) and a completed copy is attached. See Section 17 Appendix.

Port of Pasco (Tri-Cities Airport PSC) has posted the above Title VI policy statement at its Airport Administration office.

Port of Pasco (Tri-Cities Airport PSC) will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by December 31, 2024, and annually thereafter, by email, operations meetings, and/or Title VI annual trainings in November.

Posters are displayed in the terminal and other areas on airport property, including the following public locations:

<b>Terminal/FBO/Concessions/ Other Locations</b>	<b>Quantity in Pre-Security Area</b>	<b>Quantity in Post-Security Area</b>	<b>Additional Quantities</b>
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<sup>2</sup> For more information about website accessibility, please visit ADA.gov.

<i>TSA Security Checkpoint</i>	<i>1</i>	<i>1</i>	
<i>Baggage Claim</i>	<i>1</i>		
<i>FBO</i>			<i>1</i>

### Outreach to Affected Communities

The Port of Pasco (Tri-Cities Airport PSC) works to ensure that notices for public meetings reach all segments of the impacted community. The Title VI Coordinator, along with leadership staff, works to identify the most effective media platforms to share announcements and notices. The Announcements are primarily made in social media postings. The Port of Pasco (Tri-Cities Airport PSC) will contact leaders and representatives in Pasco, Washington, as applicable and as needed, to confirm effective media platforms adequately reach the impacted members of the community<sup>3</sup> and provide important feedback on translated materials, if applicable. The Port of Pasco (Tri-Cities Airport PSC) works to ensure it maintains records of all such notices and the efforts made to reach each of the impacted groups in the community.

Port of Pasco (Tri-Cities Airport PSC) will create a detailed CPP by the specified date as per the FAA (tentatively July 2024). A copy of the plan will be available at the airport's website, [www.flytricity.com](http://www.flytricity.com).

To ensure that the community is effectively informed of and able to participate in public hearings, The Port of Pasco (Tri-Cities Airport PSC) works to make sure important public notices are translated into appropriate languages, most specifically, in Spanish. Such social media postings generally include direct translation and will include direction for obtaining an interpreter, free of charge, for public hearings. Please see 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

## **6. Community Statistics**

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the Port of Pasco (Tri-Cities Airport PSC) will be able to identify, understand, and engage with communities. In doing so, the Port of Pasco (Tri-Cities Airport PSC) needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by Port of Pasco (Tri-Cities Airport PSC) airport program.

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<sup>3</sup> We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term "protected communities" is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

Affected Communities <sup>4</sup>	Population
<i>Pasco, WA</i>	79,846

We have identified the following facts about Pasco, Washington:  
Low Income Communities<sup>5</sup>.

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” Port of Pasco (Tri-Cities Airport PSC) is collecting information about affected and potentially affected low-income communities. According to *U.S. Census Report S1701: Poverty Status in the Past 12 Months* (<https://data.census.gov/table/ACSST1Y2022.S1701?q=poverty&g=160XX00US5353545>), the overall poverty level for the City of Pasco, Washington is approximately 8.3%. The poverty rate remains lower than that of the State of Washington, as a whole, with a poverty level of 10% ([https://data.census.gov/table?q=poverty&g=040XX00US53\\_160XX00US5353545](https://data.census.gov/table?q=poverty&g=040XX00US53_160XX00US5353545)). The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
<i>Pasco, WA</i>	8.3%

#### Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in Pasco, Washington. The demographic composition by race, color, or national origin are as follows<sup>6</sup> (the “N” entry indicates the sample case is too small, as per Census reporting):

Affected Community: <u><i>Pasco, WA</i></u>		
Total Affected Community Population: <u>79,846</u>		
Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White</i>	36,423	46%
<i>Black or African American</i>	N	N

<sup>4</sup> “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.

<sup>5</sup> Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low-income communities in airport programs and activities.

<sup>6</sup> Recommend using demographic groups from the U.S. Census.

<i>American Indian or Alaska Native</i>	<i>N</i>	<i>N</i>
<i>Asian</i>	<i>N</i>	<i>N</i>
<i>Native Hawaiian or Other Pacific Islander</i>	<i>N</i>	<i>N</i>
<i>Hispanic or Latino</i>	<i>46,236</i>	<i>58%</i>
<i>More than one race</i>	<i>20,322</i>	<i>25%</i>

#### Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that Port of Pasco (Tri-Cities Airport PSC) communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages<sup>7</sup> that are spoken in LEP households in Pasco, Washington. The data source is US Census Table B1601 - Languages Spoken at Home by Ability to Speak English, (<https://data.census.gov/table?q=B16001&g=160XX00US5353545>).

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>8</sup> The safe harbor for our community is 1,000. Please refer to the end of this document to find data for all languages in our community.

<b>Languages Spoken by LEP Population that Meet the Safe Harbor Threshold</b>	<b>Number</b>	<b>Margin of Error</b>
<i>Spanish</i>	<i>14,246</i>	<i>+ - 1,051</i>

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages). This information was collected from multiple airport tenants, including concessions, car rental operators and airlines. The table represents the outcome of surveys from airport tenants, and it is important to note that at least one tenant per day is in contact with a LEP person, not all of the tenants each day.

<b>Languages Spoken by LEP Persons</b>	<b>A few times a year (12 or less days a year)</b>	<b>Several times a month (13 to 51 days a year)</b>	<b>At least once a week (52 to 364 days a year)</b>	<b>Every day (365 days a year)</b>
<i>Spanish</i>				<i>X</i>
<i>Chinese (incl. Mandarin, Cantonese)</i>	<i>X</i>			
<i>Arabic</i>	<i>X</i>			
<i>Korean</i>	<i>X</i>			
<i>French</i>	<i>X</i>			
<i>All other languages</i>	<i>X</i>			

<sup>7</sup> Recommend using language groups from the U.S. Census and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

<sup>8</sup> See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

There are no additional languages, besides Spanish, which are reported as above the safe harbor threshold of 1000 in Pasco, Washington

This information is updated annually<sup>9</sup> through checking the following resources:

<b>Data Sources for Languages Spoken in Affected Community</b>	<b>Website link to Data Source</b>
<i>U.S. Census Bureau</i>	<a href="https://data.census.gov/table?q=B16001&amp;g=160XX00US5353545">https://data.census.gov/table?q=B16001&amp;g=160XX00US5353545</a>

#### Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport through voluntary disclosure. This data will be collected using voluntary surveys at such events and meetings.

#### Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosure. Staff and board member will be offered voluntary disclosure surveys to complete whilst attending the meetings.

<b>Description of Employee and Advisory Board Demographic Information Collection Methods</b>
<ul style="list-style-type: none"> <li>• <i>Annual staff training coordinator asks attendees to complete a voluntary survey.</i></li> <li>• <i>Voluntary self-disclosure using surveys</i></li> </ul>

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<sup>9</sup> Data should be kept up to date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.



## **7. Potential or Known Community Impacts**

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no Port of Pasco (Tri-Cities Airport PSC) activity must have a discriminatory disparate impact on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.<sup>10</sup>

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

<b>Existing Airport Facilities</b>	<b>Affected Community Impacted by Operation of the Facility</b>
<i>Runway/Taxiway/Aprons System</i>	<i>none</i>
<i>Airfield Buildings/Terminal</i>	<i>none</i>
<i>ARFF/ATCT</i>	<i>none</i>

Please see the attached Noise Contours map for reference (Section 16).

The following federally funded airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

<b>Airport Facility Construction Projects</b>	<b>Affected Community Impacted by Construction of the Facility</b>
<i>East Apron Project</i>	<i>none</i>
<i>RWY 12-30 Shift</i>	<i>none</i>
<i>Reconstruction of Deice Pad</i>	<i>none</i>
<i>SRE Building Construction</i>	<i>none</i>
<i>RWY 12-30/RWY 3L-21R Intersection Reconstruction</i>	<i>none</i>
<i>Terminal Expansion Phase 1</i>	<i>none</i>

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Pasco, Washington. It has been determined there is no disparate impact.

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<sup>10</sup> In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

## **8. Limited English Proficiency (LEP)**

### **Executive Order 13166**

In creating a Language Assistance Plan, the Port of Pasco (Tri-Cities Airport PSC) will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities:

<b>Language</b>
<i>Spanish</i>

The Port of Pasco (Tri-Cities Airport PSC) will seek to collect data for languages spoken by airport guests.<sup>11</sup> Data sources are planned to include an annual survey of airport tenants.

<b>Data Sources for Languages Spoken by Airport Guests</b>	<b>Website link to Data Source</b>
<i>Survey of airport tenants</i>	<i>N/A</i>

No additional languages have been identified to likely be spoken by LEP airport guests at this time.

The Title VI Coordinator and Port of Pasco leadership will actively engage with appropriate community partners and groups and the Port's communication/marketing consultant to confirm that translation of appropriate notices is accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the Port of Pasco (Tri-Cities Airport PSC) of the responsibility to provide language access. The following translation services are available and are mainly free of charge to ensure that individuals with LEP have access to the benefits of the airport:

### **Translation Services:**

- Translation of appropriate documents will be made available, as needed.

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<sup>11</sup> We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

- Information regarding translation services can be obtained at:

<b>Location for Translation Assistance</b>	<b>Languages</b>
<i>Airport Website - Google Translate</i>	<i>Spanish; any language</i>
<i>Volunteer multi-lingual staff pool</i>	<i>Spanish</i>
<i>Google Ap</i>	<i>Spanish; any language</i>

### **Interpretation Services:**

- The following vendors have been identified for interpretation services:

<b>Interpretation Vendors</b>	<b>Languages</b>
<i>AT&amp;T Language Assistance</i>	<i>Spanish; any language</i>
<i>Google Translate; other similar apps</i>	<i>Spanish; any language</i>
<i>Volunteer multi-lingual staff pool</i>	<i>Spanish</i>
<i>Angeles Mendez</i>	<i>Spanish</i>
<i>Language Service Request Services</i>	<i>Multiple languages</i>

<b>Location for Interpretation Assistance</b>	<b>Languages</b>
<i>Google Translate on airport website</i>	<i>Spanish; any language</i>

### **Description of Interpretation Assistance Processes**

- *Airport Administration Office maintains a list of multilingual employees, the languages they speak, and their associated office telephone numbers. The list indicates whether each employee is proficient in providing interpretation and/or translation services. Generally, these employee volunteers are available to assist members of the public with verbal real-time interpretation, during normal business hours.*
- *Website and application translation services are available at all times (Google Translate, for example).*

## **9. Transportation**

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations.

The Ben Franklin Transit provides transit service in Pasco, Washington and thus ensures all members of the community, including minority and disadvantaged groups have access to the airport.

The following chart identifies existing and planned transit services connecting the airport employment centers with all areas of Pasco, Washington. A link to the routes and maps for the Ben Franklin Transit can be found at <https://www.bft.org/services/route-maps-and-schedules/>.

<b>Minority and/or Disadvantaged Community Areas</b>	<b>Transit Service</b>	<b>Planned or Existing</b>
Pasco, WA - all areas	Fixed-route buses and Via Connect Service	Existing

## **10. Minority Businesses**

49 CFR 21 Appendix C (a)(1)(x)

Purchases of goods and services for airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

<b>Airport Business Opportunity</b>	<b>Minority Business Outreach Methods</b>
<i>Car Rental goods and services</i>	<i>Quarterly reminder and distribution of minority business directory; ACDBE goals in the contract</i>
<i>Non-Car Rental goods and services</i>	<i>Quarterly reminder and distribution of minority business directory; ACDBE goals in the contracts</i>
<i>Federally Funded Construction Projects</i>	<i>Bids are required to include disadvantaged business component</i>

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with the administration offices of the Port of Pasco (Tri-Cities Airport PSC).

## **11. Training**

Annually, Title VI training is provided to all Port of Pasco employees and also airport terminal tenants.

Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age.

- Title VI complaints must be forwarded to the coordinator.
- Protections against retaliation for filing civil rights complaints or related actions.
- Title VI notices must be displayed throughout the airport public facilities.
- All contracts must include Title VI clauses.
- Language interpretation and translation services
- Cultural and community relations sensitivity training
- Anti-harassment training

## **12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations**

**FAA Notification.** The coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements<sup>12</sup>
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements<sup>13</sup>

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, Port of Pasco (Tri-Cities Airport PSC) must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the coordinator will also provide a statement about the outcome, unless previously provided.

## **13. Title VI Complaints**

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

**Scope.** These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” In order to be a Title VI Complaint, the complaint must:

1. Allege discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.

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<sup>12</sup> Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

<sup>13</sup> Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

2. Not only be for employment matters<sup>14</sup>
3. Allege misconduct by the Port of Pasco (Tri-Cities Airport PSC), including airport terminal employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the Port of Pasco (Tri-Cities Airport PSC) including airport terminal employees, contractors, concessionaires, lessees, or tenants.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the Port of Pasco (Tri-Cities Airport PSC).<sup>15</sup> Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The coordinator will log in the complaint and promptly send copies of the complaint to the Airport Director and Port Attorney

Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

**Tara White, Airport Business Manager and Title VI Coordinator**  
**3601 N. 20<sup>th</sup> Avenue, Pasco WA 99301**  
**(509) 547-6352**  
**taraw@portofpasco.org**

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request for individuals unable to file a written complaint due to a disability.

Initial Procedure. The coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

### **Discrimination Complaint Referral Procedure**

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the coordinator within 3 business days.

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<sup>14</sup> Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsor employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

<sup>15</sup>

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the coordinator was notified). The coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof, to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will upload the information into the FAA Civil Rights Connect System. The coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

### **Investigation Procedure**

Assignment of Investigator. The coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against the Port of Pasco (Tri-Cities Airport PSC), the coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The coordinator will meet with the complainant to clarify the issues and obtain additional information, and also speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through negotiation and/or mediation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state the Port of Pasco (Tri-Cities Airport PSC)'s conclusion regarding

whether unlawful discrimination occurred and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Rights Connect System.

**Appeal Rights.** The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the Airport Director, or designee.
- The written appeal must be received **within 15** business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The Airport Director, or designee, will issue a final written decision in response to the appeal.

**Avoiding Future Discrimination.** In addition to taking action with respect to any specific instances of discrimination, the Port of Pasco (Tri-Cities Airport PSC) will identify and implement measures to reduce the chances of similar discrimination in the future.

**Intimidation and Retaliation Prohibited.** The Port of Pasco (Tri-Cities Airport PSC) employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact Tara White, Airport Business Manager and Title VI Coordinator, 3601 N. 20<sup>th</sup> Avenue, Pasco, WA 99301, or at (509) 547-6352 or [taraw@portofpasco.org](mailto:taraw@portofpasco.org).

This complaint procedure is shared with the public through the following methods:

#### **Website**

*Airport website, Title VI page at <https://www.flytricity.com/learn/title-vi>*



## **14. Population Poverty Data**

US Census Population/Poverty Table S1701

<https://data.census.gov/table/ACSST1Y2022.S1701?q=poverty&g=160XX00US5353545>

	Pasco city, Washington					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	79,846	±3,535	6,613	±3,082	8.3%	±3.9
AGE						
Under 18 years	25,567	±1,534	2,506	±1,747	9.8%	±6.9
Under 5 years	6,619	±773	336	±332	5.1%	±5.0
5 to 17 years	18,948	±1,196	2,170	±1,586	11.5%	±8.4
Related children of householder under 18 years	25,567	±1,534	2,506	±1,747	9.8%	±6.9
18 to 64 years	45,991	±2,457	3,567	±1,526	7.8%	±3.3
18 to 34 years	19,704	±1,293	1,115	±694	5.7%	±3.6
35 to 64 years	26,287	±1,870	2,452	±1,181	9.3%	±4.4
60 years and over	10,946	±1,257	753	±464	6.9%	±4.1
65 years and over	8,288	±915	540	±333	6.5%	±3.9
SEX						
Male	40,483	±1,977	3,231	±1,707	8.0%	±4.2
Female	39,363	±2,097	3,382	±1,607	8.6%	±4.1
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	36,423	±3,882	1,659	±942	4.6%	±2.6

Black or African American alone	N	N	N	N	N	N
American Indian and Alaska Native alone	N	N	N	N	N	N
Asian alone	N	N	N	N	N	N
Native Hawaiian and Other Pacific Islander alone	N	N	N	N	N	N
Some other race alone	18,280	±5,117	3,563	±2,632	19.5%	±12.6
Two or more races	20,322	±4,257	971	±1,195	4.8%	±5.8
Hispanic or Latino origin (of any race)	46,236	±2,614	5,035	±2,941	10.9%	±6.3
White alone, not Hispanic or Latino	27,756	±2,559	1,269	±826	4.6%	±3.0
EDUCATIONAL ATTAINMENT						
Population 25 years and over	45,934	±2,512	3,512	±1,354	7.6%	±2.9
Less than high school graduate	12,156	±2,233	1,799	±1,149	14.8%	±8.4
High school graduate (includes equivalency)	12,134	±1,970	1,240	±778	10.2%	±5.5
Some college, associate's degree	13,976	±2,415	473	±375	3.4%	±2.6
Bachelor's degree or higher	7,668	±1,626	0	±214	0.0%	±2.4
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	39,616	±3,039	1,773	±818	4.5%	±2.1
Employed	37,884	±3,158	1,231	±670	3.2%	±1.8
Male	21,255	±1,860	843	±543	4.0%	±2.6
Female	16,629	±2,077	388	±313	2.3%	±1.9
Unemployed	1,732	±864	542	±404	31.3%	±19.8
Male	873	±514	483	±387	55.3%	±28.3
Female	859	±730	59	±102	6.9%	±14.5
WORK EXPERIENCE						
Population 16 years and over	57,557	±2,804	4,418	±1,780	7.7%	±3.1
Worked full-time, year-round in the past 12 months	25,582	±2,863	417	±416	1.6%	±1.7
Worked part-time or part-year in the past 12 months	15,650	±2,484	1,501	±811	9.6%	±4.8
Did not work	16,325	±2,276	2,500	±1,125	15.3%	±6.3

ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	2,236	±1,150	(X)	(X)	(X)	(X)
125 percent of poverty level	14,168	±4,919	(X)	(X)	(X)	(X)
150 percent of poverty level	21,346	±5,000	(X)	(X)	(X)	(X)
185 percent of poverty level	28,377	±5,287	(X)	(X)	(X)	(X)
200 percent of poverty level	29,609	±5,161	(X)	(X)	(X)	(X)
300 percent of poverty level	44,880	±4,670	(X)	(X)	(X)	(X)
400 percent of poverty level	55,553	±4,403	(X)	(X)	(X)	(X)
500 percent of poverty level	63,896	±3,807	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	8,835	±1,783	1,458	±654	16.5%	±6.3
Male	4,799	±1,233	645	±451	13.4%	±8.3
Female	4,036	±1,160	813	±526	20.1%	±11.3
15 years	0	±214	0	±214	-	**
16 to 17 years	0	±214	0	±214	-	**
18 to 24 years	1,013	±661	94	±72	9.3%	±10.0
25 to 34 years	2,558	±891	209	±213	8.2%	±8.7
35 to 44 years	1,225	±716	263	±320	21.5%	±20.2
45 to 54 years	689	±481	366	±355	53.1%	±38.2
55 to 64 years	1,563	±710	213	±302	13.6%	±17.0
65 to 74 years	1,538	±624	313	±267	20.4%	±16.4
75 years and over	249	±208	0	±214	0.0%	±45.4
Mean income deficit for unrelated individuals (dollars)	12,154	±1,643	(X)	(X)	(X)	(X)
Worked full-time, year-round in the past 12 months	4,320	±1,172	39	±62	0.9%	±1.5
Worked less than full-time, year-round in the past 12 months	2,186	±986	526	±346	24.1%	±12.0
Did not work	2,329	±826	893	±535	38.3%	±17.0
Population in housing units for whom poverty status is determined	79,711	±3,537	6,502	±3,082	8.2%	±3.9



## **15. Language Data**

US Census Languages Spoken at Home Table B16001

<https://data.census.gov/table?q=B16001&g=160XX00US5353545>

	Pasco city, Washington	
Label	Estimate	Margin of Error
Total:	60,253	±323
Speak only English	29,139	±988
Spanish or Spanish Creole:	29,075	±957
Speak English "very well"	14,829	±1,274
Speak English less than "very well"	14,246	±1,051
French (incl. Patois, Cajun):	60	±49
Speak English "very well"	60	±49
Speak English less than "very well"	0	±28
French Creole:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Italian:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Portuguese or Portuguese Creole:	19	±31
Speak English "very well"	19	±31
Speak English less than "very well"	0	±28
German:	47	±38
Speak English "very well"	39	±35
Speak English less than "very well"	8	±12
Yiddish:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28

Other West Germanic languages:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Scandinavian languages:	7	±12
Speak English "very well"	0	±28
Speak English less than "very well"	7	±12
Greek:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Russian:	283	±230
Speak English "very well"	176	±191
Speak English less than "very well"	107	±137
Polish:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Serbo-Croatian:	86	±129
Speak English "very well"	44	±67
Speak English less than "very well"	42	±62
Other Slavic languages:	130	±109
Speak English "very well"	38	±45
Speak English less than "very well"	92	±74
Armenian:	28	±45
Speak English "very well"	28	±45
Speak English less than "very well"	0	±28
Persian:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Gujarati:	40	±64
Speak English "very well"	24	±39
Speak English less than "very well"	16	±26
Hindi:	12	±23

Speak English "very well"	12	±23
Speak English less than "very well"	0	±28
Urdu:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Other Indic languages:	87	±112
Speak English "very well"	26	±34
Speak English less than "very well"	61	±80
Other Indo-European languages:	18	±29
Speak English "very well"	18	±29
Speak English less than "very well"	0	±28
Chinese:	32	±37
Speak English "very well"	9	±15
Speak English less than "very well"	23	±29
Japanese:	47	±74
Speak English "very well"	29	±45
Speak English less than "very well"	18	±29
Korean:	19	±21
Speak English "very well"	0	±28
Speak English less than "very well"	19	±21
Mon-Khmer, Cambodian:	51	±76
Speak English "very well"	24	±39
Speak English less than "very well"	27	±39
Hmong:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Thai:	23	±38
Speak English "very well"	23	±38
Speak English less than "very well"	0	±28
Laotian:	248	±210
Speak English "very well"	111	±109

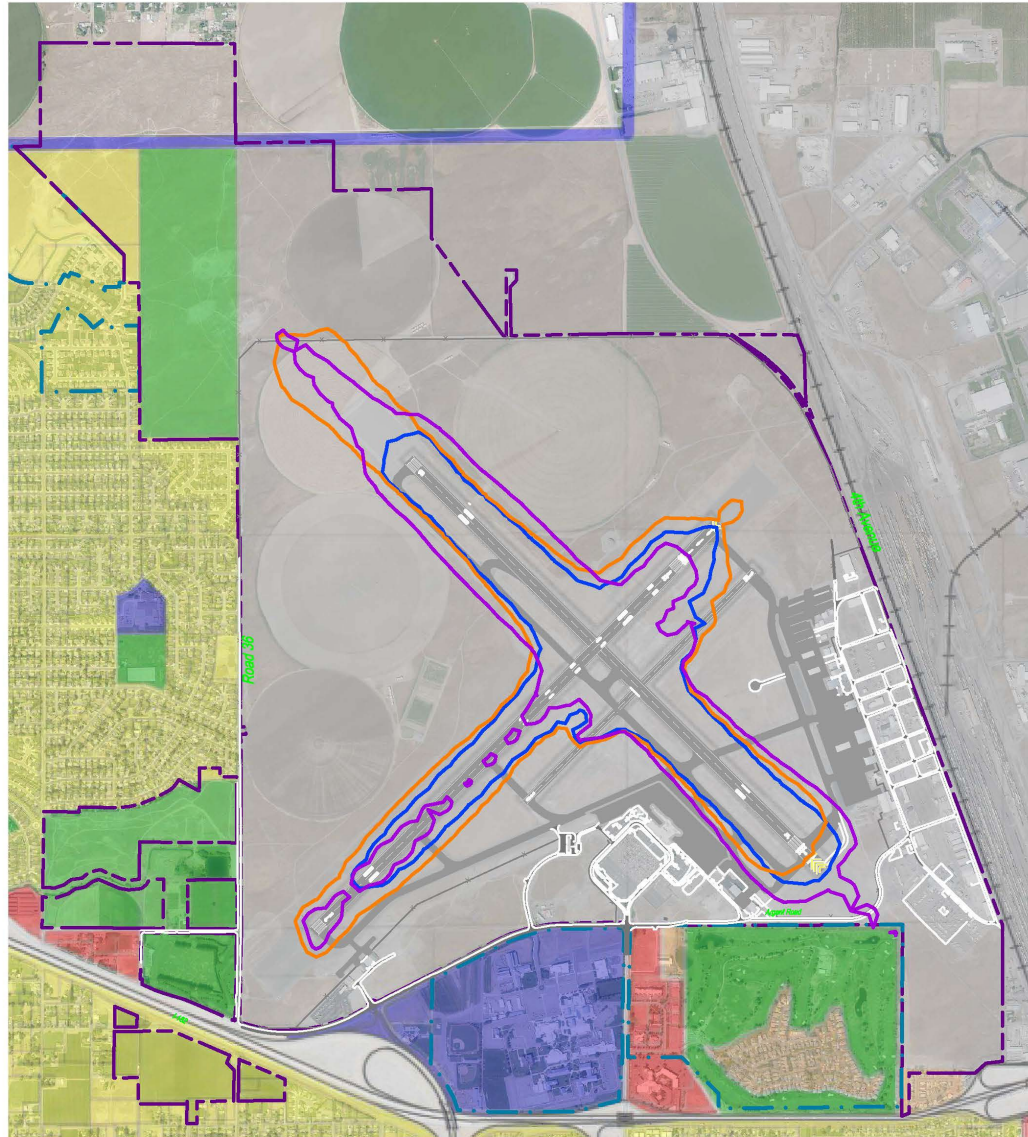
Speak English less than "very well"	137	±115
Vietnamese:	441	±260
Speak English "very well"	269	±277
Speak English less than "very well"	172	±135
Other Asian languages:	65	±92
Speak English "very well"	57	±80
Speak English less than "very well"	8	±13
Tagalog:	68	±63
Speak English "very well"	19	±24
Speak English less than "very well"	49	±61
Other Pacific Island languages:	16	±26
Speak English "very well"	16	±26
Speak English less than "very well"	0	±28
Navajo:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Other Native North American languages:	68	±69
Speak English "very well"	68	±69
Speak English less than "very well"	0	±28
Hungarian:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Arabic:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Hebrew:	25	±40
Speak English "very well"	25	±40
Speak English less than "very well"	0	±28
African languages:	119	±217
Speak English "very well"	16	±29



Speak English less than "very well"	103	±213
Other and unspecified languages:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28

## 16. Noise Contours Map for PSC

Mead&Hunt



### Legend



— 2017 65 DNL

— 2037 65 DNL

— • — Easement

— 2022 65 DNL

--- Property Line

## **17. Completed Unlawful Discrimination Poster**

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### **Unlawful Discrimination**

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

**Coordinator:** Tara White  
**Phone:** (509) 547-6352  
**Address:** 3601 North 20th Avenue  
Pasco, WA 99301

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### **Discriminacion Ilegal**

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration  
Office of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

**Coordinador:** Tara White  
**Teléfono:** (509) 547-6352  
**Dirección:** 3601 N. 20th Avenue  
Pasco, WA 99301



U.S. Department of Transportation  
**Federal Aviation Administration**

HQ-101068

# Airport Sponsor 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 **Port of Pasco (Tri-Cities Airport PSC)** 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 **Port of Pasco (Tri-Cities Airport PSC)** CPP are:

Responsible Official	Title, Office, and Responsibilities
1. Tara White	Airport Business Manager, Title VI Coordinator

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

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

1 Website ( <a href="http://www.flytricity.com">www.flytricity.com</a> )
2 In person, as applicable, to include Public Meetings of the Port of Pasco Board of Commissioners
3 Email, as applicable
4 Newsletter, as applicable
5 Social Media, as applicable

In addition, **Port of Pasco (Tri-Cities Airport PSC)** will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with **Port of Pasco (Tri-Cities Airport PSC)** and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities.

<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.

<sup>4</sup> [www.flytricity.com](http://www.flytricity.com)

(See Notice section of **Port of Pasco (Tri-Cities Airport PSC)**'s Title VI Plan.)

**Port of Pasco (Tri-Cities Airport PSC)** 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**

**1 Website**

**2 In person**

## **2. Goals and Objectives**

This CPP applies to all airport planning and decision-making efforts, which are directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport related Board of Commissioner meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

**Port of Pasco (Tri-Cities Airport PSC)**'s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

**Planning Processes**

**1 Administrative Staff/Consultant/Legal Team Project Initiation**

**2 Executive Leadership Follow up**

**3 Board of Commissioners Presentation, Discussion, and Final Approval**

**Port of Pasco (Tri-Cities Airport PSC)** seeks public input for the above processes through the following methods:

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<sup>5</sup> [www.flytricity.com](http://www.flytricity.com)

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
<b>A. Public Comment at Commission meetings</b>	#1, 2, 3
<b>B. Surveys, as applicable</b>	#1, 2
<b>C. Social Media, as applicable</b>	#1, 2, 3
<b>D. In person events, as applicable</b>	#1, 2,
<b>E. Emails to staff and Commissioners</b>	#1,2,3

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

See Community Statistics section of **Port of Pasco (Tri-Cities Airport PSC)**'s Title VI Plan, for detailed discussion of Affected Communities

The specific steps **Port of Pasco (Tri-Cities Airport PSC)** 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>
<b>Pasco, WA</b>	City/County; Chambers; Visit TriCities; Hispanic Chamber	a. in person conversations as applicable b. website and social media, as applicable c. notices on partner websites/social media as applicable d. surveys as applicable e. open house/advisory group meeting as applicable f. newsletter announcements, as applicable g. public meeting agenda/minutes posted

<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**

**Port of Pasco (Tri-Cities Airport PSC)** 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 **Port of Pasco (Tri-Cities Airport PSC)**'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 Website**

**2 Social Media**

**3 In-person and newsletter formats**

## **6. Records**

This section includes the procedures **Port of Pasco (Tri-Cities Airport PSC)** 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 Port of Pasco Tri-Cities Airport Administration Office, 3601 N. 20<sup>th</sup> Avenue, Pasco, WA 99301**

**2 Port of Pasco, 1110 Osprey Point Blvd, Pasco, WA 99301**

**3 Electronic records storage**

Records will be kept for community input. The records will document how **Port of Pasco (Tri-Cities Airport PSC)** considered, weighed, and incorporated input received. The records will

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<sup>8</sup> n/a

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 Port of Pasco Tri-Cities Airport Administration Office, 3601 N. 20<sup>th</sup> Avenue, Pasco, WA 99301**

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 voluntary self disclosure**

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> Port of Pasco (Tri-Cities Airport PSC)** 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 will be included with **Port of Pasco (Tri-Cities Airport PSC)**'s Title VI Plan for every triennial update.

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<sup>9</sup> n/a

<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.



## Appendix 1

Complete only if required by Section 3<sup>12</sup> - ***not required***

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<sup>12</sup> *[In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].*

## Appendix 2

Complete only if required by Section 4<sup>13</sup>-***not required***

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<sup>13</sup> *[In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].*