



**Community Participation Plan
for
Hilo International Airport**

December 30, 2023

Table of Contents

1. Administration 3

2. Goals and Objectives 5

3. Identification of and Focused Outreach to Affected Communities 6

4. Effective Communication 6

5. Communication Platforms 7

6. Records 8

7. Reporting Outcomes 9

**Hawaii Department of Transportation (HDOT)
Community Participation Plan (CPP)¹
for Hilo International Airport (ITO)**

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **HDOT** 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 **HDOT** CPP are:

Responsible Official	Title, Office, and Responsibilities
<i>1. Randall Landry</i>	<i>Title VI Coordinator, Office of Civil Rights, Responsibilities include Administration, Effective Communication, Records, and Reporting Outcomes</i>
<i>2. Airports Title VI Liaison</i>	<i>Airports Modal Program, Planning Section, Responsibilities include Administration, Goals and Objectives, Identification of and Focused Outreach to Affected Communities, Effective Communication, Communication Platform, Records, and Reporting Outcomes</i>
<i>3. Communications Manager</i>	<i>Office of Public Affairs, Responsibility includes communication platform.</i>

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.

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

Website, In-person, and Other Communication Methods

-
- 1. HDOT Office of Civil Rights (OCR) Title VI Website*
 - 2. Unlawful Discrimination Poster*
-

In addition, **HDOT** will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with **HDOT** and the Federal Aviation Administration (FAA). We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of the **HDOT** Title VI Plan for Hilo International Airport (ITO).

HDOT 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. HDOT Office of Civil Rights (OCR) Title VI Website*
 - 2. Upon request to HDOT (OCR) via email, phone, or other available method, a physical copy of the CPP will be provided*
-

2. Goals and Objectives

This CPP applies to all airport planning and decision-making efforts, whether they are directly supported by Federal assistance or not. 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).

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

Planning Processes

<i>1. Master Plan (MP)</i>
<i>2. Noise Exposure Map (NEM)</i>
<i>3. Noise Compatibility Program (NCP)</i>
<i>4. Environmental Review Process (Exemptions, EA, EIS)</i>
<i>5. Other plans or programs (e.g., System Plans, Adaptation Plans, Land Use Compatibility Programs, etc.)</i>

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

Public Input Methods	Planning Process(es) that use each Method
<i>A. Input at public meetings, hearings</i>	<i>#1, 2, 3, 4, 5</i>
<i>B. Website comment submittal</i>	<i>#1, 2, 3, 4, 5</i>
<i>C. Written comment submittal</i>	<i>#1, 2, 3, 4, 5</i>
<i>D. Email comment submittal</i>	<i>#1, 2, 3, 4, 5</i>
<i>E. Agency or Public Workshops</i>	<i>#1, 5</i>
<i>F. Surveys</i>	<i>#1, 5</i>

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of the **HDOT** Title VI Plan for ITO, for detailed discussion of Affected Communities.

The specific steps **HDOT** 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
<i>i. Hilo</i>	<ul style="list-style-type: none"> • <i>State Senator of District 1</i> • <i>State Representative of District 3</i> • <i>Hawaii County Councilmember</i> 	<ul style="list-style-type: none"> <i>a. Invitation to be on the Technical Advisory Committee (TAC)</i> <i>b. Consultation letters</i>

4. Effective Communication

HDOT 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 the **HDOT** Title VI Plan for ITO.

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. *Project website*

2. *Airport website*

3. *Newspaper advertisement*

4. *Flyers*

5. *Letters*

6. *News release*

7. *Email*

8. *Social Media*

6. Records

This section includes the procedures **HDOT** 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. Published in Appendices for MP, NEM, NCP, EA, EIS*
- 2. HDOT OCR records digital folder (upon request to HDOT OCR via email, phone or other available method, a copy of public records will be provided)*

Records will be kept for community input. The records will document how **HDOT** 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, In-person, and Other Storage Methods

- 1. Published in Appendices for MP, NEM, NCP, EA, EIS*
- 2. HDOT OCR records digital folder (upon request to HDOT OCR via email, phone or other available method, a copy of public records will be provided)*

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. Participants at public participation meetings would be asked to complete a HDOT Voluntary Title VI Public Involvement Data Card or online survey equivalent. The anonymous survey includes demographic information.*
- 2. Optional questions included in surveys.*

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

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.

7. Reporting Outcomes

Within 30 days of the end of each fiscal year (FY), HDOT 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 the **HDOT** Title VI Plan for ITO. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.