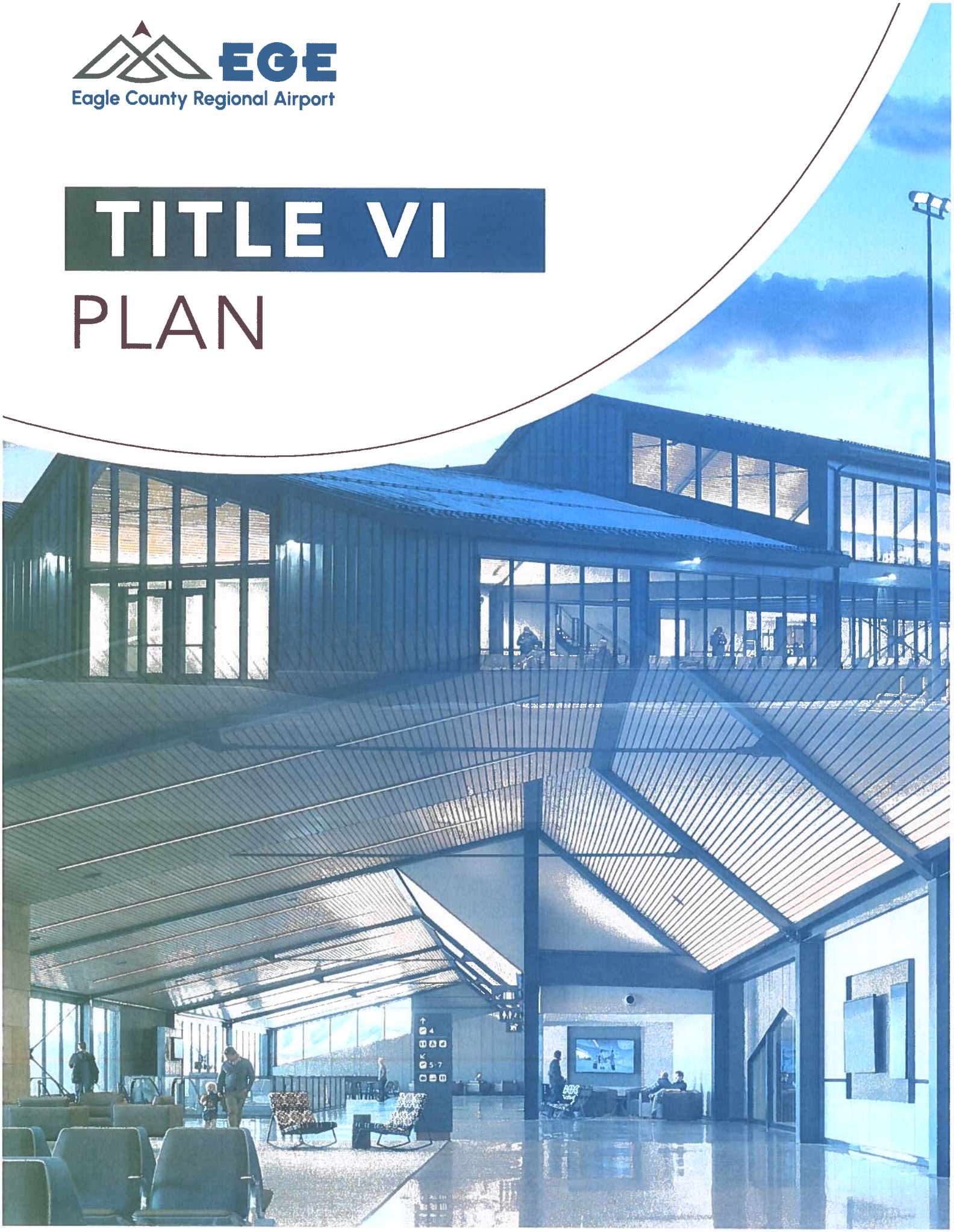
EGE
Eagle County Regional Airport

TITLE VI PLAN



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1.0 EAGLE COUNTY POLICY STATEMENT

Eagle County, as Sponsor of the Eagle County Regional Airport, and inclusive of the Eagle County Air Terminal, has adopted the following policy statement regarding Title VI compliance to guide its decision-making and actions.

1.1 TITLE VI POLICY

Eagle County, (the "County") as Sponsor of the Eagle County Regional Airport ("Airport" or "EGE"), 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.

The County 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 County agrees, among other things, to understand the communities surrounding or in the Airport flight path, as well as customers who use the Airport. Anytime communities may be impacted by Airport-related programs or activities the County will take action to provide those communities and the general public with notice of public meetings of the Board of County Commissioners and opportunities for public comment on Airport related decisions.

Eagle County requires nondiscrimination assurances, as prescribed by Federal Aviation Administration ("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 the County and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

The Eagle County Director of Aviation, David Reid, has been designated as the Airport Title VI Coordinator (the "Coordinator"). Mr. Reid, available at (970) 328-2648 and david.reid@eaglecounty.us, is responsible for overseeing the County's compliance with Title VI, and is the point of contact for all Airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

David Reid
Director of Aviation

July 3, 2024
Effective Date

July 3, 2027
3-Year Expiration Date

2.0 ADMINISTRATION

The County has reviewed and adopted this Title VI Plan. This plan will be updated no less than once every three years. The plan will not be re-adopted following minor changes, such as updating the Aviation Director or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the County 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:

Staff Supporting Title VI Program	Airport Sponsor Program / Office
David Reid	Director of Aviation, Title VI Coordinator Eagle County Regional Airport
Beth Oliver	County Attorney Eagle County Attorney's Office
Josh Miller	Deputy Director of Aviation Eagle County Regional Airport

The Eagle County Regional Airport has no airport program sub-recipients.

2.1 AIP AND OTHER GRANTS

As of the date of this plan, the County has the following pending applications for Airport-related Federal financial assistance:

TABLE 2-1: PENDING FEDERAL GRANT APPLICATIONS

Federal Source	Grant Number	Amount
FAA AIP	AIP 067-2022	$693,000
FAA AIP	AIP 069-2023	$2,000,000
FAA AIP	AIP 070-2023	$9,149,024
FAA AIP	AIP 071-2023	$3,505,000
FAA AIP	AIP 072-2024	$675,000
USDOT SCASDP	FAIN 96A34521440060012	$1,000,000

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

TABLE 2-2: GRANT AWARD NOTIFICATION INFORMATION

Federal Source	Grant Award Information Available at:
FAA AIP	https://www.faa.gov/airports/aip/
USDOT	https://www.transportation.gov/policy/aviation-policy/SCASDP

3.0 GRANT AND PROCUREMENT ASSURANCEMENTS

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

The County will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/grant_assurances/#current-assurances.

3.1 CLAUSES/COVENANTS

3.1.1 CONTRACTS

All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See 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.

The County also requires Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements. Existing contracts and leases are being updated upon renewal.

3.1.2 OVERSIGHT

The County requires all contracts use either the Airport's contract template or use a pre-approved template to ensure Title VI compliance. All Airport contracts, including subcontracts related to the Airport, are audited by the County Attorney's Office to verify the template language is included. The County Procurement Department reserves the right to audit Airport contracts and subcontracts on an annual basis.

Description of Oversight Methods for Subcontracts

- The County mandates, via standard form contract language, that all second parties to agreements with the County include the requisite Civil Rights Language in each of their sub-agreements. All County agreements are reviewed by counsel, in the form of either (i) creation by counsel of a standard form agreement, or (ii) review of any agreements not conforming to the standard form. Annually, the County will audit at least one subcontract from each of its prime contracts to ensure the inclusion of the required Civil Rights language.

4.0 TITLE VI COORDINATOR RESPONSIBILITIES

The Coordinator is responsible for ensuring that it and other County Airport 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.

See Training Section for more information for expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the County is in compliance with nondiscrimination requirements of Title VI and reports to County 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 County's Airport Title VI plan and disseminates information throughout staff and County leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by Airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: Airport customer satisfaction surveys, customer complaints, and bids/proposals for Airport contracts, and other methods described in the Airport Community Participation Plan (CPP).
- Maintains demographic data 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 access to the Title VI portion of the FAA Civil Rights Connect System (https://faa.civilrightsconnect.com/).

5.0 NOTICE

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

5.1 TITLE VI POSTERS

The County 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,[1] and maintained. The poster template is available at https://www.faa.gov/about/office_org/headquarters_offices/acr/com_civ_support/non_disc_pr/ and a completed copy is attached. See Section 15 Appendix.

The County has posted the above Title VI policy statement at its Airport staff offices. The County has distributed this Title VI Plan among its employees and Airport contractors, concessionaires, lessees, and tenants via email and/or delivery of the hard copy document.

[1] For more information about website accessibility, please visit ADA.gov.

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

TABLE 5-1: TITLE VI POSTER LOCATIONS

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
Signature Vail Valley Jet Center			1
Jetstream Catering			1
High Altitude U.S. Army National Guard Aviation Training Facility			1
Terminal	3	2	1
Airport Administration Office			1
ARFF Training Facility			1
Snow Removal Equipment Building			1
Off-Airport Rental Car Concession Facility			1
Eagle County Public Works Facility			1

5.2 OUTREACH TO AFFECTED COMMUNITIES

The Airport Administration Office ensures that notices for Eagle County public meetings reach all segments of the Affected Communities. See Section 7.0 below for identification of the Affected Communities. The Title VI Coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in County Commissioner meeting notices. The Airport Administration Office will contact leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities[2] and to ask that they provide important feedback on translated materials. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

Detailed information on the County's public notice and outreach procedures is available in the Airport's CPP. A copy of the CPP will be attached to this Title VI Plan upon completion and will be available on our airport website at www.flyvail.com.

To ensure that Affected Communities are effectively informed of public hearings on Airport-related matters and opportunities for public comment, the Airport Administration Office includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such postings and notices will include direction for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

6.0 COMMUNITY STATISTICS

Title VI regulation require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the County will be able to identify, understand, and engage with

[2] 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.

communities. In doing so, the County needs to know about communities eligible to be served, actually or potentially affected, benefited, or burdened by the County's airport program.

TABLE 6-1: COMMUNITY POPULATIONS

Affected Communities[3]	Population[4]
Gypsum	8,047
Eagle	7,420

(Hereafter, the above communities will be referred to collectively as "the Affected Communities").

We have identified the following facts about the Affected Communities:

Low Income Communities[5].
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," the County is collecting information about affected and potentially affected low-income communities. According to the U.S. Census Report, S1701: Poverty Status in the Past 12 Months, the overall poverty level for the town of Gypsum is approximately 6.2% and the town of Eagle is approximately 7.1%. The poverty rate remains low compared with the rest of the state of Colorado at 9.4%. The poverty rates for the specific Affected Communities are as follows.

TABLE 6-2: COMMUNITY POVERTY RATES

Affected Communities	Poverty Rate[6]
Town of Gypsum	6.2%
Town of Eagle	7.1%

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows:

TABLE 6-3: GYPSUM COMMUNITY DEMOGRAPHICS

Affected Community: Gypsum **Total Affected Community Population[7]: 8,047**

[3] "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.

[4] U.S. Census Bureau, Comparative Demographic Estimates, Accessed December 2023.
[5] 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.

[6] U.S. Census Bureau, QuickFacts, Accessed December 2023.
[7] U.S. Census Bureau, Comparative Demographic Estimates, Accessed December 2023.

Demographic Group within Affected Community	Number of People in Demographic	Percent of Total Affected Community Population
White	6,003	74.6%
Black or African American	0	0%
American Indian or Alaska Native	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
More than one	1,786	22.2%
Other	249	3.1%
Hispanic or Latino		
Hispanic or Latino (of any race)	3,903	48.5%
Not Hispanic or Latino	4,144	51.5%

TABLE 6-4: EAGLE COMMUNITY DEMOGRAPHICS

Affected Community: Eagle
Total Affected Community Population[8]: 7,420

Demographic Group within Affected Community	Number of People in Demographic	Percent of Total Affected Community Population
White	6,322	85.2%
Black or African American	7	0.1%
American Indian or Alaska Native	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
More than one	950	12.8%
Other	141	1.9%
Hispanic or Latino		
Hispanic or Latino (of any race)	1,937	26.1%
Not Hispanic or Latino	5,483	73.9%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that the County communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages that are spoken in LEP households in the Affected Communities. The data source is the American Community Survey, U.S. Census Bureau Data.

The threshold we have used for identifying the languages with significant LEP populations is the DOT safe harbor threshold, which is 5% or 1,000, whichever is less.[9] The total population of the Affected Communities is less than 20,000 and therefore the safe harbor for our community is 773, approximately

[8] U.S. Census Bureau, Comparative Demographic Estimates, Accessed December 2023.
[9] 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.

5% of the total population. Please refer to the end of this document to find data for all languages in our community.

TABLE 6-5: COMMUNITY LEP THRESHOLD

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
Spanish or Spanish Creole	1,793	+/-803

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages) and includes frequency during high peak season (winter):

TABLE 6-6: COMMUNITY LEP LANGUAGES (BY SEASON)

Languages Spoken by LEP Persons	A few times a year (non-winter) (12 or less days a year)	Several times a month (non-winter) (13 to 51 days a year)	Winter Season (Several times a month)	At least once a week (52 to 364 days a year)	Winter Season (At least once a week)	Every day (365 days a year)
Spanish or Spanish Creole	X				X	
French or French Creole						
Italian						
Portuguese or Portuguese Creole			X			
German or West Germanic Languages						
Scandinavian						
Russian						
Armenian						
Hindi, Urdu and other Indic Languages						
Chinese						
Japanese						
Korean						
Thai						
Laotian						
Vietnamese						
Other Asian Languages						
Tagalog						
Other Pacific Island Languages						
Arabic						
African Languages						
Other and unspecified Languages						

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: none.

This information is updated annually[10] through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau – B16001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER	ehttps://data.census.gov/
U.S. Census Bureau - QuickFacts	https://www.census.gov/quickfacts/fact/table/eagletowncolorado,gypsumtowncolorado/PST045222

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods
• Airport Administration Office conducts annual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information. • Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information.

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning or advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods
• Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application. • Board members are asked to complete a voluntary disclosure annually.

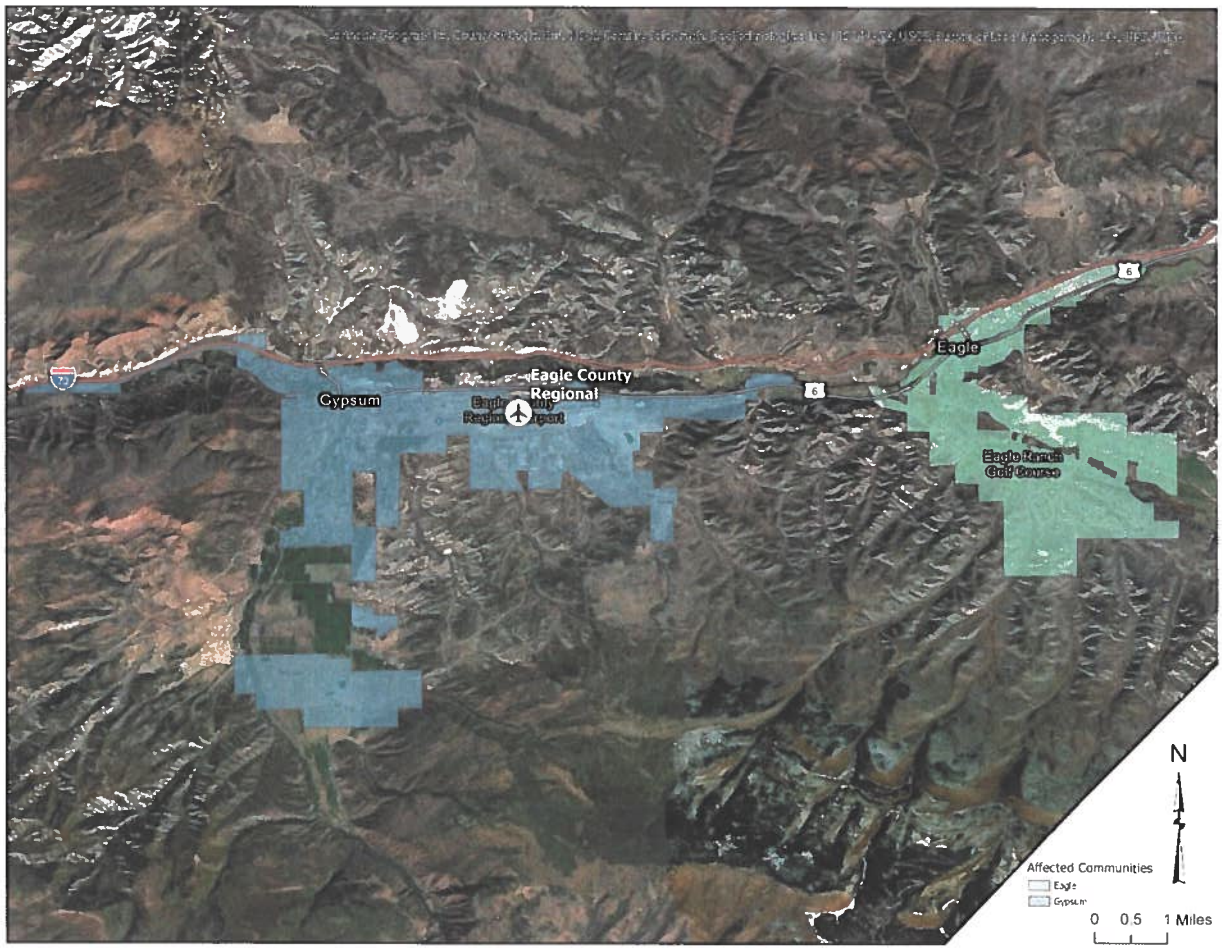
[10] Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

7.0 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 County 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.[11]

Due to the Airport's location, on a mesa surrounded by mountainous terrain, the Affected Communities are limited to the town of Gypsum, in which the Airport is located, and Eagle, Colorado, located five (5) miles to the east along I-70. **figure 7-1** illustrates the Affected Communities.

FIGURE 7-1: EGE AFFECTED COMMUNITIES



Source: Woolpert, Inc.

[11] In order to carry out an alternative with a discriminatory impact, the County must demonstrate that there was a substantial legitimate justification for the decision. The County must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

7.1 AIRPORT IMPROVEMENT PROJECTS

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

TABLE 7-1: CURRENT IMPACTS TO FACILITIES AND COMMUNITIES

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
Runway 7/25	Town of Gypsum, Town of Eagle
Northside Hangars	None
Southside Hangars	None
Fixed Base Operator Terminal	None
Air Traffic Control Tower	None
High Altitude Army National Guard Aviation Training Facility	Town of Gypsum, Town of Eagle
Commercial Terminal Buildings	None
Airport Rescue and Firefighting Building	None
Snow Removal Equipment Building	None

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

TABLE 7-2: UPCOMING IMPACTS TO FACILITIES AND COMMUNITIES

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
Repair to De-Ice Pad Support Area and Slope	None
Additional Terminal Roof Repair	None
Terminal Bag Claim Remodel and Expansion	None
Federal Inspection Services Facility Construction	None
Parallel Taxiway B Construction	Spring Creek Village, Town of Gypsum
Relocation of Taxiways A3 and A4 Construction	None
Expansion of Snow Removal Equipment Building	None
Parking Structure for Ground Service Equipment	None
Ring Road Passenger Pickup/Drop Off Construction	None

The County has analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following may have disparate impacts:

TABLE 7-3: POTENTIAL DISPARATE IMPACTS

Facilities or Construction Projects with Disparate Impacts	Affected Community Impacted	Impact Can Be Eliminated?
Runway 7/25	Town of Gypsum, Town of Eagle	No
High Altitude Army National Guard Aviation Training Facility	Town of Gypsum, Town of Eagle	No
Parallel Taxiway B Construction	Spring Creek Village, Gypsum, Co	No

TABLE 7-4: PROJECT JUSTIFICATIONS

Facilities or Construction Projects	Justification
Parallel Taxiway B Construction	Construction impacts will be short term and temporary during the period of construction only, with no or minimal nighttime construction. No business or persons will be displaced, relocated, or adversely impacted. Construction activity must comply with Town of Gypsum construction activity guidelines.
Runway 7/25 and Taxiways	Operation of these facilities are essential in nature to handle aircraft and passengers in and out of the airport. Nighttime operations are minimal due to surrounding mountainous terrain.
High Altitude Army National Guard Aviation Training Facility	Operation of this facility are essential for high altitude aviation training by the U.S. Army. Nighttime operations are minimal but do occur for training purposes and emergency events.

8.0 LIMITED ENGLISH PROFICIENCY

In creating a Language Assistance Plan, the County 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:

TABLE 8-1: LEP LANGUAGES

Language
Spanish or Spanish Creole

The County also collects data for languages spoken by airport guests.[12]

TABLE 8-2: GUEST-SPECIFIC DATA SOURCES

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Assumption from flight origin / destination	N/A
Assistance requests to Airport Administration Office	N/A

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests: None

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform County leadership and EGE staff of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following resources have been identified for written translations:

TABLE 8-3: TRANSLATION SERVICES

Translation Vendors	Languages
In-House Staff	Spanish

- Information regarding translation services can be obtained at:

TABLE 8-4: TRANSLATION SERVICE LOCATIONS

Location for Translation Assistance	Languages
Airport Administration Office	Spanish
Airport website translate view	Spanish

[12] 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.

Interpretation Services:

- The following vendors have been identified for interpretation services:

TABLE 8-5: INTERPRETATION SERVICES

Interpretation Vendors	Languages
Cyracom International Language Assistance	All above languages

- Information regarding interpretation services can be obtained at:

TABLE 8-6: INTERPRETATION SERVICE LOCATIONS

Location for Interpretation Assistance	Languages
Airport website	Spanish
Airport Administration Office	All above languages, using Cyracom language line

Description of Interpretation Assistance Processes

- The County contracts with Cyracom International, Inc. to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Airport staff use I-Speak cards to identify the language spoken by the airport guest. Staff contacts Cyracom and "parks" the request in the queue for the appropriate language. Cyracom operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the Language Line Service binder. This log is kept for one year.

9.0 TRANSPORTATION

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

In the Community Statistics section of this plan, the County identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the Airport but not within Affected Communities are also identified below.
The County has coordinated with Eagle Valley Transportation Authority to encourage them to provide transit service access between the Airport and these areas.

The following chart identifies existing and planned transit services connecting the Airport employment centers with the identified minority and disadvantaged community areas.

TABLE 9-1: COMMUNITY TRANSIT SERVICES

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
Town of Gypsum	Eagle Valley Transportation Authority	Existing
Town of Eagle	Eagle Valley Transportation Authority	Existing

10.0 MINORITY BUSINESSES

Bids for Airport concessions and other business opportunities are solicited from area minority and woman-owned businesses through the following methods:

TABLE 10-1: SOLICITATION METHODOLOGY

Airport Business Opportunity	Minority Business Outreach Methods
Janitorial, Terminal Concessions, Ground Transportation, Advertising, Parking Management, Rental Car Serves, HVAC services, Plumbing/Maintenance Services, Garage Door/Gates Maintenance, Weed Control, Window Washing, Fireplace Cleaning, Pest Control	• Posting of contracting opportunities on airport website and County website; in English and Spanish • Reporting of opportunities twice a year during Airport bi-annual update to Board of County Commissioners • Annual dissemination of contracting opportunities to local business chambers

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 at the Airport Administration Office.

11.0 TRAINING

New employee orientation incorporates Title VI training. 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

Refresher information will be provided annually.

12.0 COMPLIANCE REVIEWS, AUDITS, COMPLAINTS, LAWSUITS, AND OTHER INVESTIGATIONS

12.1 FAA NOTIFICIATION

The Coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements[13]
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements[14]

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, the County 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.

No complaints or legal actions regarding Title VI compliance at the Airport have been received by or initiated against the County over the past three years as of the date of this plan.

13.0 TITLE VI COMPLAINTS

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

Any person who believes there has been an act of discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, age or disability, against any person or group, that receives services from the Airport, may file a complaint with the County under Title VI and the ADA.

13.1 COMPLAINT PROCESS

13.1.1 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 of administrative requirements under Title VI or related laws.
2. Not only be for employment matters[15]

[13] 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.

[14] 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.

[15] 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

3. Allege misconduct by the County with regard to Airport-related services including misconduct by Airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an Airport facility or actions by the County with regard to Airport related services including actions by Airport employees, contractors, concessionaires, lessees, or tenants.

13.1.2 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 Title VI Coordinator for the Eagle County Regional Airport. 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. The Airport Complaint form is attached hereto as Appendix A.

13.1.3 RECEIPT OF COMPLAINT

The Airport Title VI Coordinator will log in the complaint and promptly send copies of the complaint to:

- Director of Aviation
- Eagle County Manager
- County Attorney's Office
- Office named in the complaint

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

David Reid
Director of Aviation
219 Eldon Wilson Road, Gypsum, CO 81637
(970)328-2648
david.reid@eaglecounty.us or ecair@eaglecounty.us

If a complaint is initially made by phone, it must be supplemented with a written complaint prior to expiration of the 180-day period following the alleged discriminatory event. 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. Reasonable accommodations will be provided upon request to individuals unable to file a written complaint due to a disability.

13.1.4 INITIAL PROCEDURE

The Airport Title VI 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.

assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

13.2 DISCRIMINATION COMPLAINT REEFFERAL PROCEDURE

13.2.1 INTERNAL COMPLAINT REFERRAL

All Title VI complaints must be promptly forwarded to the Coordinator with 48 hours of receipt.

13.2.2 INITIAL FAA NOTIFICIATION

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 to the FAA Civil Rights Connect System which issues automated notices to FAA staff. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation, and resolution process.

13.2.3 ASSIGNMENT OF INVESTIGATOR

The Coordinator will immediately begin the investigation or designate an investigator.

13.2.4 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 County, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

13.2.5 PROMPT INVESTIGATION

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

13.2.6 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.

13.2.7 INVESTIGATION REPORT

After completing the investigation, the Coordinator will prepare a written report regarding whether unlawful discrimination occurred.

13.2.8 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.

13.2.9 PROMPT RESOLUTION OF DISPUTRES

The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with

complainants, or with contractors, tenants, or other persons, through alternate dispute resolution, negotiation, and/or mediation.

13.2.10 FORWARDING REPORT AND RESPONSE TO COMPLAINANT

At the completion of the investigation and any applicable resolution of the complaint, the Coordinator will issue a written decision to the complainant and respondent setting forth the Coordinator's finding and its determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state Eagle County'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.

13.2.11 APPEAL RIGHT

The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal. The procedure for an appeal is set forth below:

- The complainant may appeal the Coordinator's decision by submitting a written appeal to the Eagle County Manager.
- The written appeal shall be filed with the County Manager within 30 business days after receipt of the date the complainant receives the Coordinator's written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The Eagle County Manager will issue a final written decision in response to the appeal. The County Manager's decision shall be deemed final.

13.2.12 AVOIDANCE OF FUTURE DISCRIMINATION

In addition to taking action with respect to any specific instances of discrimination, the County will identify and implement measures to reduce the chances of similar discrimination in the future.

13.2.13 INTIMIDATION AND RETALIATION PROHIBITED

County 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 David Reid, Eagle County Regional Airport Title VI Coordinator.

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

Website, In-person, and Other Distribution Methods
1 Airport website, www.flyvail.com
2 Airport Administration Office
3 In-person by Airport personnel

14.0 POPULATION/LANGUAGE DATA

TABLE 14-1: Full B16001- LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER

Eagle County, Colorado

Label	Estimate	Margin of Error
Total:	49,220	±71
Speak only English	34,622	±819
Spanish or Spanish Creole:	12,368	±536
Speak English "very well"	6,485	±642
Speak English less than "very well"	5,883	±669
French (incl. Patois, Cajun):	231	±100
Speak English "very well"	144	±85
Speak English less than "very well"	87	±62
French Creole:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Italian:	245	±242
Speak English "very well"	239	±242
Speak English less than "very well"	6	±9
Portuguese or Portuguese Creole:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
German:	154	±97
Speak English "very well"	116	±89
Speak English less than "very well"	38	±41
Yiddish:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Other West Germanic languages:	15	±13
Speak English "very well"	15	±13
Speak English less than "very well"	0	±27

Scandinavian languages:	49	±59
Speak English "very well"	49	±59
Speak English less than "very well"	0	±27
Greek:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Russian:	32	±42
Speak English "very well"	32	±42
Speak English less than "very well"	0	±27
Polish:	41	±47
Speak English "very well"	41	±47
Speak English less than "very well"	0	±27
Serbo-Croatian:	73	±100
Speak English "very well"	71	±99
Speak English less than "very well"	2	±5
Other Slavic languages:	612	±402
Speak English "very well"	463	±361
Speak English less than "very well"	149	±153
Armenian:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Persian:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Gujarati:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Hindi:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Urdu:	0	±27
Speak English "very well"	0	±27

Speak English less than "very well"	0	±27
Other Indic languages:	195	±173
Speak English "very well"	112	±111
Speak English less than "very well"	83	±68
Other Indo-European languages:	160	±154
Speak English "very well"	147	±145
Speak English less than "very well"	13	±19
Chinese:	57	±55
Speak English "very well"	50	±46
Speak English less than "very well"	7	±13
Japanese:	24	±42
Speak English "very well"	0	±27
Speak English less than "very well"	24	±42
Korean:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Mon-Khmer, Cambodian:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Hmong:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Thai:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Laotian:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Vietnamese:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Other Asian languages:	44	±66

Speak English "very well"	44	±66
Speak English less than "very well"	0	±27
Tagalog:	22	±27
Speak English "very well"	9	±14
Speak English less than "very well"	13	±23
Other Pacific Island languages:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27
Navajo:	78	±91
Speak English "very well"	78	±91
Speak English less than "very well"	0	±27
Other Native North American languages:	12	±19
Speak English "very well"	0	±27
Speak English less than "very well"	12	±19
Hungarian:	53	±65
Speak English "very well"	53	±65
Speak English less than "very well"	0	±27
Arabic:	33	±54
Speak English "very well"	0	±27
Speak English less than "very well"	33	±54
Hebrew:	8	±13
Speak English "very well"	8	±13
Speak English less than "very well"	0	±27
African languages:	92	±87
Speak English "very well"	0	±27
Speak English less than "very well"	92	±87
Other and unspecified languages:	0	±27
Speak English "very well"	0	±27
Speak English less than "very well"	0	±27

Source: U.S. Census Bureau, B16001, Accessed December 2023.

TABLE 14-2: FULL S1701 - POVERTY STATUS IN THE PAST 12 MONTHS

Eagle County, Colorado

	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	55,385	±215	4,457	±1,009	8.0%	±1.8
AGE						
Under 18 years	11,349	±231	1,075	±525	9.5%	±4.7
Under 5 years	2,654	±132	429	±216	16.2%	±8.1
5 to 17 years	8,695	±141	646	±382	7.4%	±4.4
Related children of householder under 18 years	11,295	±301	1,021	±519	9.0%	±4.6
18 to 64 years	36,451	±219	3,143	±656	8.6%	±1.8
18 to 34 years	12,459	±184	1,491	±473	12.0%	±3.8
35 to 64 years	23,992	±291	1,652	±436	6.9%	±1.8
60 years and over	10,881	±529	669	±257	6.1%	±2.3
65 years and over	7,585	±194	239	±133	3.2%	±1.7
SEX						
Male	29,836	±237	1,871	±497	6.3%	±1.7
Female	25,549	±294	2,586	±684	10.1%	±2.7
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	43,044	±1,441	2,756	±643	6.4%	±1.5
Black or African American alone	535	±102	171	±74	32.0%	±17.3
American Indian and Alaska Native alone	73	±79	32	±66	43.8%	±56.2
Asian alone	610	±243	7	±9	1.1%	±1.6

Native Hawaiian and Other Pacific Islander alone	49	±65	0	±30	0.0%	±45.5
Some other race alone	2,283	±817	266	±277	11.7%	±11.1
Two or more races	8,791	±1,627	1,225	±685	13.9%	±8.3
Hispanic or Latino origin (of any race)	16,146	±215	2,132	±878	13.2%	±5.5
White alone, not Hispanic or Latino	35,716	±574	1,954	±494	5.5%	±1.4
EDUCATIONAL ATTAINMENT						
Population 25 years and over	39,933	±89	2,946	±574	7.4%	±1.4
Less than high school graduate	3,020	±815	455	±268	15.1%	±9.1
High school graduate (includes equivalency)	6,700	±907	844	±325	12.6%	±4.8
Some college, associate degree	9,490	±937	802	±283	8.5%	±2.7
Bachelor's degree or higher	20,723	±1,076	845	±301	4.1%	±1.5
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	33,618	±838	2,067	±546	6.1%	±1.6
Employed	32,146	±928	1,613	±424	5.0%	±1.3
Male	18,098	±648	731	±234	4.0%	±1.3
Female	14,048	±631	882	±304	6.3%	±2.2
Unemployed	1,472	±469	454	±337	30.8%	±18.3
Male	1,005	±345	348	±255	34.6%	±21.3
Female	467	±247	106	±131	22.7%	±24.2
WORK EXPERIENCE						
Population 16 years and over	45,499	±223	3,515	±694	7.7%	±1.5
Worked full-time, year-round in the past 12 months	22,157	±1,108	325	±169	1.5%	±0.8
Worked part-time or part-year in the past 12 months	12,886	±1,094	1,646	±444	12.8%	±3.3

Did not work	10,456	±856	1,544	±442	14.8%	±3.9
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	1,999	±500	(X)	(X)	(X)	(X)
125 percent of poverty level	6,747	±1,141	(X)	(X)	(X)	(X)
150 percent of poverty level	7,358	±1,125	(X)	(X)	(X)	(X)
185 percent of poverty level	11,578	±1,516	(X)	(X)	(X)	(X)
200 percent of poverty level	12,568	±1,604	(X)	(X)	(X)	(X)
300 percent of poverty level	21,364	±1,686	(X)	(X)	(X)	(X)
400 percent of poverty level	29,811	±1,998	(X)	(X)	(X)	(X)
500 percent of poverty level	35,115	±1,873	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	14,523	±1,133	2,483	±534	17.1%	±3.3
Male	9,106	±906	1,046	±322	11.5%	±3.5
Female	5,417	±608	1,437	±404	26.5%	±6.4
15 years	0	±30	0	±30	-	**
16 to 17 years	54	±83	54	±83	100.0%	±43.3
18 to 24 years	1,361	±385	351	±251	25.8%	±15.8
25 to 34 years	4,621	±636	745	±245	16.1%	±4.8
35 to 44 years	2,622	±652	155	±116	5.9%	±4.3
45 to 54 years	1,752	±412	454	±215	25.9%	±11.2
55 to 64 years	2,413	±463	584	±280	24.2%	±10.9
65 to 74 years	1,116	±248	99	±70	8.9%	±5.9
75 years and over	584	±192	41	±66	7.0%	±11.1
Mean income deficit for unrelated individuals (dollars)	9,368	±815	(X)	(X)	(X)	(X)
Worked full-time, year-round in the past 12 months	7,298	±842	178	±127	2.4%	±1.8
Worked less than full-time, year-round in the past 12 months	5,064	±812	1,215	±377	24.0%	±6.3

Did not work	2,161	±508	1,090	±384	50.4%	±10.9
Population in housing units for whom poverty status is determined	55,374	±215	4,450	±1,009	8.0%	±1.8

Source: U.S. Census Bureau, S1701, Accessed December 2023.

15.0 UNLAWFUL DISCRIMINATION POSTER

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: David Reid
Phone: 970-328-2648
Address: 219 Eldon Wilson Road, Gypsum, CO 81637

Discriminacion Ilegal

Se prohibe 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 fisico o discapacidad en lo que respecta a servicios p!blicos 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.

Coordinator: David Reid
Phone: 970-328-2648
Address: 219 Eldon Wilson Road, Gypsum, CO 81637

U.S. Department of Transportation
Federal Aviation Administration

HQ-101098

APPENDICES

A. EAGLE REGIONAL AIRPORT TITLE VI AND ADA/504 COMPLAINT FORM

B. COMMUNITY PARTICIPATION PLAN

APPENDIX A

Eagle County Regional Airport

Title VI and ADA/504 Complaint Form

Use this form to file a complaint if you believe the Eagle County Regional Airport, its airport operators and their lessees, tenants, concessionaires, or contractors have discriminated against you because of race, color, national origin or disability in access to public services and employment opportunities.

Instructions: Complete this form in its entirety and mail, hand deliver or e-mail it to:

Eagle County Regional Airport
Attn: Title VI/Disability Coordinator
219 Eldon Wilson Road
Gypsum, Colorado 81637
ecair@eaglecounty.us

Complainant Information

Name	E-mail Address
Address	City, State, Zip
Home Phone (include area code)	Business Phone (include area code)

Person (if different than complainant) asserting Title VI or ADA/Section 504 violation

Name	E-mail Address
Address	City, State, Zip
Home Phone (include area code)	Business Phone (include area code)

Details of Alleged Violation

Date and time violation occurred (mm/dd/yyyy)	**Location**
Description of organization you believe has discriminated including name and address (Airport, Tenant, Concessionaire, Contractor, Other)	

Description of violation	
Description of encounter (if complaint concerns failure to provide services to person(s) with Limited English Proficiency)	
Supporting contacts/witnesses - list any person(s) whom we may contact for additional information to support your complaint (attach additional sheets if necessary)	
Has this complaint been filed with the Department of Justice or other Government Agency or court?	
If yes to field above, please list agency or court	**If yes to field above, please list contact information including name, address, and phone**
Other Comments	

Signature _____ Date _____

A copy all Title VI complaints will be forwarded to the Federal Aviation Administration, Office of Civil Rights, ACR-1, 800 Independence Avenue, S.W., Washington, D.C. 20591.

A copy of all ADA complaints will be forwarded to the U.S. Department of Justice, 950 Pennsylvania Avenue, NW, Civil Rights Division, Disability Rights Section, Washington, D.C. 20530.

Aeropuerto Regional del Condado de Eagle

Título VI y formulario de queja ADA/504

Utilice este formulario para presentar una queja si cree que el Aeropuerto Regional del Condado de Eagle, sus operadores aeroportuarios y sus arrendatarios, inquilinos, concesionarios o contratistas lo han discriminado por motivos de raza, credo, color, origen nacional, sexo o discapacidad en el acceso a los servicios públicos y a las oportunidades de empleo.

Instrucciones: Complete este formulario en su totalidad y envíelo por correo, entréguelo personalmente o envíelo por correo electrónico a:

Eagle County Regional Airport
Attn: Title VI/Disability Coordinator
219 Eldon Wilson Road
Gypsum, Colorado 81637
ecair@eaglecounty.us

Información del reclamante

Nombre	Dirección de correo electrónico
Dirección	Ciudad, Estado, Código postal
Teléfono residencial (incluya código de área)	Teléfono comercial (incluya código de área)

Persona (si es diferente al reclamante) que afirma una violación del Título VI o ADA/Sección 504

Nombre	Dirección de correo electrónico
Dirección	Ciudad, Estado, Código postal
Teléfono residencial (incluya código de área)	Teléfono comercial (incluya código de área)

Detalles de la presunta infracción

Fecha y hora en que se produjo la infracción (mm/dd/ aaaa)	**Ubicación**
Descripción de la organización que cree que ha discriminado, incluido el nombre y la dirección (aeropuerto, arrendatario, concesionario, contratista, otro)	

Descripción de la infracción	
Descripción del encuentro (si la queja se refiere a la falta de prestación de servicios a personas con dominio limitado del inglés)	
Contactos/testigos de apoyo: indique las personas con las que podamos comunicarnos para obtener información adicional que respalde su queja (adjunte hojas adicionales si es necesario)	
¿Se ha presentado esta queja ante el Departamento de Justicia u otra agencia gubernamental o tribunal?	
Si respondió sí en el campo anterior, indique la agencia o el tribunal	**Si respondió sí en el campo anterior, indique la información de contacto, incluido el nombre, la dirección y el teléfono.**
Otros comentarios	

Firma _____ Fecha _____

Se enviará una copia de todas las quejas del Título VI a Federal Aviation Administration, Office of Civil Rights, ACR-1, 800 Independence Avenue, S.W., Washington, D.C. 20591.

Se enviará una copia de todas las quejas de la ADA a U.S. Department of Justice, 950 Pennsylvania Avenue, NW, Civil Rights Division, Disability Rights Section, Washington, D.C. 20530.

APPENDIX B

Eagle County Regional Airport
Community Participation Plan (CPP)[16]

1. ADMINISTRATION

The purpose of this CPP is to ensure that stakeholders or communities affected[17] by the Eagle County Regional Airport (EGE) 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.[18] 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 Eagle County Regional Airport CPP are:

Responsible Official	Title, Office, and Responsibilities
David Reid	Director of Aviation

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

Website, In-person, and Other Communication Methods
1 Airport Administration Office, 217 Eldon Wilson Road, Eagle, CO 81637
2 The Airport's website at Title VI / ADA | www.flyege.com
3 Display of FAA Unlawful Discrimination Posters throughout the Airport

In addition, the County will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with the Eagle County Regional Airport and the FAA. We conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of the Airport's Title VI Plan.

The County also makes this CPP available through the following methods when engaging members of the public concerning airport planning efforts:

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[16] 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

[17] Within this CPP, the term "affected" also means *served*, in addition to *positively or negatively impacted*.

[18] 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 Distribution Methods
1 Airport Administration Office, 217 Eldon Wilson Road, Eagle, CO 81637
2 The Airport's website at Title VI / ADA | www.flyege.com

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., public airport meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

The Airport's planning processes that lead to decisions for projects or operations are:

Planning Processes	
1.	Board of County Commissioners public meetings and hearings
2.	Environmental review public meetings and hearings
3.	Master Plan public meetings

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

	Public Input Methods	Planning Process(es) that use each Method
A.	Bi-annual Public Meetings with Airport briefings to provide comments	# 1
B.	Public meetings to review airport plans and projects and to provide comments	#1, #2 and #3
C.	Airport Website public comment portal	#1, #2 and #3
D.	Public Outreach online surveys	#1, #2 and #3
E.	Municipal Government Public Meeting briefings (Gypsum, Eagle)	#1, #2 and #3
F.	Tenant and User Meetings/Briefings	#1, #2, and #3

3. IDENTIFICATION OF AND FOCUSED OUTREACH TO AFFECTED COMMUNITIES

See Community Statistics section of the Airport's Title VI Plan, for detailed discussion of Affected Communities.

The specific steps the County will take to communicate with, inform, educate, consult, or solicit input from, and expand opportunities for engagement with each Affected Community,[19] are provided below.

	Affected Community	Key Community Reps. (CBOs, leaders, etc.)	Focused Outreach Steps
i.	**Town of Eagle**	Mayor Scott Turnipseed, Council Members Ellen Bodenhemier, Nick Sunday, Jamie Woodworth Foral, Mike Kerst, Geoffrey Grimmer, Bryan K. Woods, and Larry Pardee, Town Manager	a. Annual Report and public meeting to provide summary of Airport Projects
ii.	**Town of Gypsum**	Mayor Steve Carver, Council Members Bill Baxter, Tom Edwards, Scott Green, Chris Huffman, Marisa Sato, and Jeremy Reitmann, Town Manager	a. Annual Report and public meeting to provide summary of Airport Projects

4. EFFECTIVE COMMUNICATION

The County 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 Airport's Title VI Plan.

[19] "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 select all or a variety of 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	Facebook, Twitter
2	Online surveys
3	Project specific website with public comment portal
4	Online Eagle County Calendar
5	Display ads and posters
6	Press Releases
7	County Commissioners Online Agendas
8	County website
9	Airport Website

6. RECORDS

This section includes the procedures the County will follow to document of our airport 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	Specific Project website(s) stored on Airport file server
2	Title VI project folder on Airport file server

Records will be kept for community input. The records will document how the County 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 Airport Website
2 Meeting records stored on County file server in project folders
3 Airport Administration 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.[20] Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1 Voluntary disclosure by attendees in sign-in sheets
2 Registration process for Airport meetings

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), the County 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 Airport's Title VI Plan.

Recommendations

The CPP is based on demographic and LEP data mostly from the U.S. Census data reports. It is recommended that the County undertake the necessary steps to support the Affected Community LEP population.

[20] 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.

Appendix 1

Complete only if required by Section 3

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

Affected Communities[21]	Population[22]
Gypsum	8,047
Eagle	7,420

(Hereafter, the above communities will be referred to collectively as "the Affected Communities").

We have identified the following facts about the Affected Communities:

Low Income Communities[23].
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," EGE is collecting information about affected and potentially affected low-income communities. According to the U.S. Census Report, S1701: Poverty Status in the Past 12 Months, the overall poverty level for the town of Gypsum is approximately 6.2% and the town of Eagle is approximately 7.1%. The poverty rate remains low compared with the rest of the state of Colorado at 9.4%. The poverty rates for the specific Affected Communities are as follows.

Affected Communities	Poverty Rate[24]
Town of Gypsum	6.2%
Town of Eagle	7.1%

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows:

[21] "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.

[22] U.S. Census Bureau, Comparative Demographic Estimates, Accessed December 2023.

[23] 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.

[24] U.S. Census Bureau, QuickFacts, Accessed December 2023.

Affected Community: Gypsum
Total Affected Community Population[25]: 8,047

Demographic Group within Affected Community	Number of People in Demographic	Percent of Total Affected Community Population
White	6,003	74.6%
Black or African American	0	0%
American Indian or Alaska Native	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
More than one	1,786	22.2%
Other	249	3.1%
Hispanic or Latino		
Hispanic or Latino (of any race)	3,903	48.5%
Not Hispanic or Latino	4,144	51.5%

Affected Community: Eagle
Total Affected Community Population[26]: 7,420

Demographic Group within Affected Community	Number of People in Demographic	Percent of Total Affected Community Population
White	6,322	85.2%
Black or African American	7	0.1%
American Indian or Alaska Native	0	0%
Asian	0	0%
Native Hawaiian or Other Pacific Islander	0	0%
More than one	950	12.8%
Other	141	1.9%
Hispanic or Latino		
Hispanic or Latino (of any race)	1,937	26.1%
Not Hispanic or Latino	5,483	73.9%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that the Eagle County Regional Airport communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages that are spoken in LEP households in the Affected Communities. The data source is the American Community Survey, U.S. Census Bureau Data.

The threshold we have used for identifying the languages with significant LEP populations is the DOT safe

[25] U.S. Census Bureau, Comparative Demographic Estimates, Accessed December 2023.
[26] U.S. Census Bureau, Comparative Demographic Estimates, Accessed December 2023.

harbor threshold, which is 5% or 1,000, whichever is less.[27] The total population of the Affected Communities is less than 20,000 and therefore the safe harbor for our community is 773, approximately 5% of the total population. Please refer to the end of this document to find data for all languages in our community.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
Spanish or Spanish Creole	1,793	+/-803

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages) and includes frequency during high peak season (winter):

Languages Spoken by LEP Persons	A few times a year (non-winter) (12 or less days a year)	Several times a month (non-winter) (13 to 51 days a year)	Winter Season (Several times a month)	At least once a week (52 to 364 days a year)	Winter Season (At least once a week)	Every day (365 days a year)
Spanish or Spanish Creole	X				X	
French or French Creole						
Italian						
Portuguese or Portuguese Creole			X			
German or West Germanic Languages						
Scandinavian						
Russian						
Armenian						
Hindi, Urdu and other Indic Languages						
Chinese						
Japanese						
Korean						
Thai						
Laotian						
Vietnamese						
Other Asian Languages						
Tagalog						
Other Pacific Island Languages						
Arabic						

[27] 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.

African Languages	
Other and unspecified Languages	

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include: none.

This information is updated annually[28] through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau – B16001: LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER	https://data.census.gov/
U.S. Census Bureau - QuickFacts	https://www.census.gov/quickfacts/fact/table/eagletowncolorado,gypsumtowncolorado/PST045222

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods
• Airport Administration Office conducts annual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information. • Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information.

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning or advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods
• Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application. • Board members are asked to complete a voluntary disclosure annually.

[28] 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.

Appendix 2

Complete only if required by Section 4

In creating a Language Assistance Plan, the County 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:

Language
Spanish or Spanish Creole

The County also collects data for languages spoken by airport guests.[29] Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Assumption from flight origin / destination	N/A
Assistance requests to Airport Administration Office	N/A

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests: None

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform County leadership and EGE staff of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following resources have been identified for written translations:

Translation Vendors	Languages
In-House Staff	Spanish

[29] 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:

Location for Translation Assistance	Languages
Airport Administration Office	Spanish
Airport website translate view	Spanish

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
Cyracom International Language Assistance	All above languages

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
Airport website	Spanish
Airport Administration Office	All above languages, using Cyracom language line

Description of Interpretation Assistance Processes
• The County contracts with Cyracom International, Inc. to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Airport staff use I-Speak cards to identify the language spoken by the airport guest. Staff contacts Cyracom and "parks" the request in the queue for the appropriate language. Cyracom operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the Language Line Service binder. This log is kept for one year.