

**McAllen International Airport (MFE)
Community Participation Plan (CPP)
McAllen, Texas**

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected by **McAllen International Airport (MFE)** 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.¹ 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 **McAllen International Airport (MFE)** CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Estela Velasquez	<i>Title VI Coordinator, Assistant Director of Aviation Administration</i>

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

Website, In-person, and Other Communication Methods
1 https://mcallenairport.com

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

¹ 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.



MFE 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 Airport Website - https://mcallenairport.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., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

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

Planning Processes
1. Runway 14-32 Rehabilitation
2. Terminal Refurbishment – Construction
3. Cargo Apron Reconstruction
4. RIM – HIS Construction
5. GA Apron Environmental & Design
6. Terminal Capacity Study

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

Public Input Methods	Planning Process(es) that use each Method
A. Airport Advisory Board Meetings	# 1, 2, 3, 4, 5, 6
B. City Council Presentations	# 1, 2, 3, 4, 5, 6
C. Chamber and economic development authorities	#6
D. Public Notices in the Advance News Journal www.anjournal.com	#1, 2, 3, 4, 5, 6

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of **McAllen International Airport MFE**'s Title VI Plan, for detailed discussion of Affected Communities.

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

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.)	Focused Outreach Steps
i. McAllen, Texas	Chamber; Economic Development authorities	a. Present information at meetings b. Attend or Sponsor Community Events c. Public Engagement with organizational leaders

4. Effective Communication

McAllen International Airport will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of McAllen International Airport (MFE)'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 Social Media platforms
2 Airport website – Projects Tab

6. Records

This section includes the procedures MFE will follow to document 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 Internal MFE office storage files
2 City of McAllen website – www.mcallen.net/pir

Records will be kept for community input. The records will document how MFE 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 Internal MFE office storage files
2 City of McAllen website – www.mcallen.net/pir

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. Demographic information will be requested by the following methods:

Demographic Information Collection Methods
1 U.S. Census Data
2 Airport-conducted surveys

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), MFE 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 that FY,
2. The results of those efforts for the complete 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 MFE's Title VI Plan.



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 McAllen International Airport (MFE) will be able to identify, understand, and engage with communities. In doing so, the **City of McAllen, Texas** needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by MFE airport program.

Affected Communities	Population
<i>McAllen, Texas</i>	<i>141,493</i>

(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.

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,” **McAllen International Airport (MFE)** 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*, the overall poverty level for the area is approximately 21.0%. The poverty rate remains high when compared to the entire State of Texas, but relatively low when compared to the entire Hidalgo County, Texas (27.6%). The poverty rates for the specific Affected Communities are as follows:

Affected Communities	Poverty Rate
<i>McAllen, Texas</i>	<i>21.0%</i>

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:

Affected Community: <u>McAllen, Texas</u>		
Total Affected Community Population: <u>141,493</u>		
Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
<i>White alone</i>	73,883	52.22%
<i>Black or African American</i>	1,447	1.02%
<i>American Indian and Alaska Native</i>	559	0.40%
<i>Asian alone</i>	3,999	2.83%
<i>Native Hawaiian & Other Pacific Islander</i>	35	0.02%
<i>Some other race</i>	24,643	17.42%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that MFE 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 U.S. Census Data American Community Survey (ACS) 5 Year Average - 2015 Table B16001.**

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. The safe harbor for our community is one thousand. 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 – McAllen, Texas	Number	Margin of Error
<i>Spanish</i>	95695	+/- 1994

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
<i>Spanish</i>				X

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include:

Additional Languages Spoken
<i>Tagalog</i>
<i>Korean</i>
<i>Chinese</i>
<i>Japanese</i>

This information is updated annually through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
<i>U.S. Census Bureau – American Community Survey (ACS)</i>	https://data.census.gov/table/ACSDT5Y2015.B16001?q=B16001&g=160XX00US4845384&y=2015 or most current table year
<i>U.S. Census Quick Facts</i>	https://www.census.gov/quickfacts/fact/table/mcallencitytexas/POP060210

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
<ul style="list-style-type: none"> • <i>Airport administration conducts periodic surveys of airport guests for customer satisfaction with terminal facilities and amenities, and other elements and services. The survey includes a voluntary request for demographic information.</i> • <i>Businesses that are registered with the City’s bidding portal are asked to complete applicable diversity type.</i>

Staff and Advisory Board Diversity.

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

Description of Employee and Advisory Board Demographic Information Collection Methods
<ul style="list-style-type: none"> • <i>Employees will be asked to submit voluntary confidential demographic information at time of hiring.</i> • <i>Every 3 years, the airport administration will send an email to all board members asking them to voluntarily and anonymously enter demographic information through an online survey.</i> • <i>Demographic information is currently not formally requested from advisory board members but is accepted if voluntarily offered.</i>

Appendix 2

Complete only if required by Section 4

In creating a Language Assistance Plan, the **McAllen International Airport (MFE)** 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
<i>Spanish</i>
<i>Tagalog</i>
<i>Korean</i>
<i>Chinese</i>
<i>Japanese</i>

MFE also collects data for languages spoken by airport guests. Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
<i>Airport Information Desk (Limited)</i>	<i>On-site if available</i>
<i>Airline Ticket Counter</i>	<i>On-site if available</i>
<i>Rental Car Ticket Counter</i>	<i>On-site if available</i>

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language
<i>Tagalog</i>
<i>Korean</i>

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 leadership and staff of the City of McAllen 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:

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

Translation Vendors	Languages
<i>None</i>	<i>N/A</i>

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
Airport Information Desk	Spanish
Informational Signs	Spanish

Interpretation Services:

- The following vendors have been identified for interpretation services.

Interpretation Vendors	Languages
<i>None</i>	<i>N/A</i>

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
Airport Information Desk	Spanish

Description of Interpretation Assistance Processes
<ul style="list-style-type: none"> • Airport Customer Service Desk volunteers speak English and Spanish. These volunteers are available to assist members of the public with verbal real-time interpretation during limited business hours.