

Wayne County Airport Authority
Detroit Metropolitan Wayne County Airport (DTW)
Community Participation Plan (CPP)¹ - 2023

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by The Wayne County Airport Authority’s 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 Wayne County Airport Authority’s DTW CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Darrell J. Dinges	ADA/Title VI Coordinator, Sr. Project Mgr.

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

Website, In-person, and Other Communication Methods
1 Website: metroairport.com
2 Unlawful Discrimination Posters throughout public areas of DTW
3 In person meeting agendas
4 Demographic surveys provided at all outreach events and public meetings

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

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.

The Wayne County Airport Authority 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. Posted on our website: metroairport.com – translated into Spanish and Arabic, additional languages upon request.
- 2. Distribute for posting/reference to public libraries, and city hall offices of local affected communities, translated into Spanish and Arabic.
- 3. Distribute to Accessibility Advocacy Groups

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).

The Wayne County Airport Authority’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

- 1. Runway Repair Planning
- 2. Design Evaluation
- 3. Accessibility Design Evaluation
- 4. Concessions Selection
- 5. Traffic Study / Evaluations

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

Public Input Methods	Planning Process(es) that use each Method
A. Public Informational Meetings – Public Comment	1, 2
B. Community Postings	1, 2, 4, 5
C. Accessibility Advocacy Group Meetings	3
D. Outreach Events	4
E. Online Surveys	4
F. Social Media	1, 2, 3, 5
G. Board Meetings – Public Comments	

3. Identification of and Focused Outreach to Affected Communities

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

The specific steps the Wayne County Airport Authority 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.

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.

Affected Community	Key Community Reps. (CBOs, leaders, etc.)	Focused Outreach Steps
i. Van Buren Township (48111)	Supervisor Kevin McNamara	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
ii. Dearborn (48124)	Mayor Abdullah Hammoud	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
iii. Dearborn Heights (48125 & 48127)	Mayor Bill Bazzi	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
iv. Garden City (48135)	Mayor Mark Jacobs	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
v. Inkster (48141)	Mayor Patrick Wimberly	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
vi. Huron Township (48164)	Township Supervisor David A. Glaab	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
vii. Romulus (48174)	Mayor Robert A. McCraight	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
viii. Taylor (48180)	Mayor Tim Woolley	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
ix. Wayne (48184)	Mayor John P. Rhaesa	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
x. Westland (48186)	Mayor Michael P. Londeau	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates

xi. Canton (48188)	Supervisor Anne Marie Graham-Hudak	a. CEO Meetings with community leaders b. Postings at City Hall c. Postings at Public Library d. periodic email updates
x. Accessibility Community	WCAA Accessibility Advocacy Group	a. Accessibility Advocacy Group Meetings b. Updates via email

4. Effective Communication

The Wayne County Airport Authority 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 Wayne County Airport Authority’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 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. Website
2. Social Media: Facebook, Instagram, Twitter
3. Outreach Events – for Business Opportunities and Concessions
4. Community Meetings
5. CEO Community Leaders Meetings
6. Accessibility Advocacy Meetings
7. Board of Directors Meetings
8. Online Surveys
9. Community Postings – city offices, public libraries
10. Email updates

[List all communication platforms that will be used specifically for outreach, such as flyers, hosting a community event, drop boxes, surveys, or a website for submitting comments online.]

6. Records

This section includes the procedures the Wayne County Airport Authority 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 Meetings and outreach events: all agendas, meeting minutes, distributed documents, along with demographic data, attendance will be collected and filed.
- 2 Social media posts will be saved and filed with substantive responses on a regular basis.
- 3 Surveys will be saved with responses tabulated and filed.

Records will be kept for community input. The records will document how the Wayne County Airport Authority 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 Records will be collected and filed by the Title VI Coordinator in the Title VI, Community Participation Plan files.

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: *voluntary disclosure by attendees in sign-in sheets or through registration process*,

Demographic Information Collection Methods

1 In person sign-in sheet demographic surveys

2 Online meeting attendee demographic surveys

3 Online customer satisfaction survey demographics

CPP records will be made available to the public upon request 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), beginning with the end of FY 2024 the Wayne County Airport Authority 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 annual CPP Reports will be included with the Wayne County Airport Authority's DTW Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

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.