

DEPARTMENT OF TRANSPORTATION  
COMMUNITY PARTICIPATION PROGRAM – 49 CFR PART 21



ROCHESTER INTERNATIONAL AIRPORT (RST)

Prepared for  
City of Rochester  
Rochester, MN

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**Preface**

*The City of Rochester (City) owns the Rochester International Airport (RST) and is the recipient of federal funding assistance for the airport. The airport is operated by the Rochester Airport Company (RAC). The RAC provides review, advisory, and decision-making capacity regarding airport operation and construction. A Community Participation Program (CPP) program has been developed for RST in accordance with Code of Federal Regulations (CFR) of the U. S. Department of Transportation (DOT), 49 CFR Part 21. All reference to Subparts and Section numbers throughout the Community Participation Program are in accordance to the 49 CFR Part 21 regulations.*

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# Rochester International Airport (RST) Community Participation Plan (CPP)

## 1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected by projects or operations at the Rochester International Airport (RST) 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. 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 RST’s CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
<b>Kurt Claussen</b>	Deputy Airport Director
<b>Mary Gastner</b>	Marketing Communications Manager

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

### **Website, In-person, and Other Communication Methods**

**1 <https://www.flyRST.com>**

**2 <https://www.rochestermn.gov>**

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

RST 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 In person at the RST Administration Office**

**2 <https://www.flyRST.com>**

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**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).

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

**Planning Processes**

**1. Airport Master Plan & Airport Layout Plan (ALP) Update including Alternatives Analysis**

**2. Public Workshops / Hearings as Needed**

**3. Airport Capital Improvement Programming (ACIP)**

**4. RST approval to Implement**

**5. Public Information Meeting Prior to Implementation**

**6. Implementation**

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

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
<b>A. Solicit Public input through voluntary survey</b>	# 5
<b>B. Open Public Meetings</b>	# 1, 2, 4, 5
<b>C. Open House</b>	# 1
<b>D.</b>	#
<b>E.</b>	#
<b>F.</b>	#

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

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

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

<b>Affected Community</b>	<b>Key Community Reps.* (CBOs, unions, leaders, etc.)</b>	<b>Focused Outreach Steps</b>
<b>i. City of Rochester</b>	Strategic Communications & Engagement Director – Jenna Bowman	a. Email – JBowman@Rochestermn.gov b. Post ACIP Project Information c. Phone Call - 507-328-2913
<b>ii. City of Stewartville</b>	City Administrator – Bill Schimmel	a. Email – bschimmel@stewartvillemn.com b. Post ACIP Project Information c. Phone Call – 507-533-4745
<b>vi. High Forest Township</b>	Township Clerk – Nathan Svoboda	a. Email – Hfclerk@outlook.com b. Post ACIP Project Information c. Phone Call – 507-219-8929

*\*Representatives include all affected neighborhoods.*

### **4. Effective Communication**

**RST** 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 **RST**'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**

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- 1 Social Media; RST Project Information is Broadcast on Instagram, Facebook, X**
  - 2 <https://www.flyRST.com>**
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## **6. Records**

This section includes the procedures RST 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 RST Airport Administration Office**
  - 2 Records available In-person on request during normal business hours.**
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Records will be kept for community input. The records will document how RST 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 RST Airport Administration Office**
  - 2 Records available In-person on request during normal business hours.**
- 

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**

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- 1 Airport voluntary survey made available on website <https://www.flyRST.com>**
  - 2 Open public comment period**
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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), RST** will create a CPP Report for the completed FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities the completed FY,
2. The results of those efforts for the completed-FY, and
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with **RST's** Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.