

# Sioux Falls Regional Airport Authority Title VI Plan

## 1. Title VI Policy Statement<sup>1</sup>

Sioux Falls Regional Airport Authority (hereinafter, may be referred to as “SFRAA”) 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 SFRAA further assures every reasonable effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs are federally funded or not. The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities, the Airport will take reasonable action to involve them and the general public in the decision-making process.

The SFRAA requires nondiscrimination assurances, as prescribed by 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 Airport and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

The Airport Operations Manager, available at 605-336-0762 and [airport@sfairport.com](mailto:airport@sfairport.com), is responsible for overseeing the Airport Sponsor’s compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.



*Signature*  
**Daniel Letellier**  
Executive Director

2/22/2024

**Effective Date**

2/22/2027

**3-Year Expiration Date**

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<sup>1</sup> This policy statement will be translated into languages other than English, upon request.

## **2. Administration**

The Airport Authority Board has reviewed and adopted this Title VI Plan for SFRAA. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Executive Director's or Coordinator's name. Significant revisions to airport policies or federal guidelines may warrant re-adoption by the Airport Authority Board and resubmittal to FAA.

In addition to the Title VI Coordinator and airport sponsor's leadership, the following people also assist with our Title VI program requirements:

<b>Staff Supporting Title VI Program</b>	<b>Airport Sponsor Program / Office</b>
<i>Deputy Director</i>	<i>Airport Administration</i>
<i>Office Manager</i>	<i>Airport Administration</i>

Sioux Falls Regional Airport Authority has the following airport program sub-recipients:  
*none.*

As of the date of this plan, SFRAA has the following unclosed applications for Federal financial assistance:

<b>Federal Source</b>	<b>Grant Number</b>	<b>Amount</b>
<i>CAREs Act</i>	<i>3-46-0050-054-2020</i>	<i>\$1,015,453</i>
<i>FAA AIP 55</i>	<i>3-46-0050-055-2020</i>	<i>\$251,011</i>
<i>ARPA Act</i>	<i>3-46-0050-059-2021</i>	<i>\$5,199,863</i>
<i>FAA AIP 62</i>	<i>3-46-0050-062-2022</i>	<i>\$240,402</i>

### **3. Grant and Procurement Assurances**

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

SFRAA 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](https://www.faa.gov/airports/aip/grant_assurances/#current-assurances).

#### Clauses/Covenants

- a. 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/](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.
- b. SFRAA requires Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements signed after the effective date of this plan.

#### **Description of Oversight Methods for Subcontracts**

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*The Airport will require, upon the effective date of this plan, that all new leases, contracts, or any other type of agreement will contain direct reference to Title VI compliance. Any existing leases, contracts, or other types of agreements will have the language added when renewed (if applicable):*

[Name of other party contracting with Sioux Falls Airport Authority], for itself, its agents, employees, subcontractors, and successors, agrees to abide by and comply with all provisions and regulations of Title VI of the Civil Rights Act of 1964, and as said regulations and law may be amended. No person on the grounds of race, color, or national origin may be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination by [Name of other party contracting with Sioux Falls Airport Authority], its agents, employees, subcontractors, and successors. In the event of noncompliance with this nondiscrimination provision, Sioux Falls Airport Authority has the right to terminate this Agreement.

*The Airport will review not less than 10% of contractors each year to ensure they include language with their subcontractors that requires compliance with Title VI.*

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### **4. Title VI Coordinator Responsibilities**

The Coordinator is responsible for ensuring that they and other 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 the Training Section for more information regarding expected training for all staff.

Among other responsibilities, the Coordinator:

- Proactively ensures that the Airport Sponsor complies with nondiscrimination requirements of Title VI and reports to SFRAA 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 airport's Title VI plan and disseminates information throughout staff and SFRAA 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 be described in the airport Community Participation Plan (CPP).
- 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 requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

## **5. Notice**

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

SFRAA will conspicuously display the FAA-provided Unlawful Discrimination Poster in readily accessible and reasonable public areas on airport property. The Coordinator ensures that these posters are visible, accessible,<sup>2</sup> and maintained. The poster template is available at

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<sup>2</sup> For more information about website accessibility, please visit ADA.gov.

[https://www.faa.gov/about/office\\_org/headquarters\\_offices/acr/com\\_civ\\_support/non\\_disc\\_pr/](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.

SFRAA will post the above Title VI policy statement at its staff offices.

SFRAA will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed within 60 days of the effective date via email to each tenant’s primary point-of-contact.

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

<b>Terminal/FBO/Concessions/ Other Locations</b>	<b>Quantity in Pre-Security Area</b>	<b>Quantity in Post-Security Area</b>	<b>Additional Quantities</b>
<i>Terminal – Security, Bag Claim, Ticketing</i>	3	N/A	
<i>Terminal – Concourse</i>	N/A	2	

Outreach to Affected Communities

The Airport Administration Office ensures that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify effective media platforms to share announcements and notices. Announcements are made in social media and local newspapers. The Airport Administration Office attempts to contact leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities<sup>3</sup>. The office maintains records of all such notices and the efforts made to reach each of the Affected Communities.

SFRAA will create a detailed CPP within 60 days of the effective date of this document. A copy of the plan will be available at [www.sfairport.com](http://www.sfairport.com).

To ensure that the community is effectively informed of and able to participate in public hearings, the Airport Administration Office will ensure 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) upon request. An interpreter will be provided when requested in advance, free of charge, for public hearings for those languages identified in the Limited English Proficiency (LEP) Section of this plan.

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<sup>3</sup> 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.

## 6. Community Statistics

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

<b>Affected Communities<sup>4</sup></b>	<b>Population</b>
<i>Northwest Sioux Falls</i>	<i>21,634</i>
<i>Central Sioux Falls</i>	<i>30,362</i>
<i>Northeast Sioux Falls</i>	<i>21,227</i>
<i>Eastern Sioux Falls</i>	<i>42,894</i>
<i>Meadowview Addition</i>	<i>2,459</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<sup>5</sup>

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,” SFRAA has collected information about affected and potentially affected low-income communities. According to U.S. Census Data, the overall poverty level for the City of Sioux Falls is approximately 9.5%. The poverty rate remains low when compared with the rest of the State of South Dakota. The poverty rates for the specific Affected Communities are as follows.

<b>Affected Communities</b>	<b>Poverty Rate</b>
<i>Northwest Sioux Falls</i>	<i>11.2%</i>
<i>Central Sioux Falls</i>	<i>7.2%</i>
<i>Northeast Sioux Falls</i>	<i>15.4%</i>
<i>Eastern Sioux Falls</i>	<i>10.1%</i>
<i>Meadowview Addition</i>	<i>6.4%</i>

<sup>4</sup> “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.

<sup>5</sup> 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.

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:

<b>Northwest Sioux Falls</b>		
Demographic Group	# of People in Group	% of Total Affected Community
White	13,141	60.7%
Black or African American	2,295	10.6%
American Indian or Alaska Native	938	4.3%
Asian	1,816	8.4%
Native Hawaiian or Pacific Islander	0	0.0%
Hispanic or Latino	1,579	7.3%
More than one	1,865	8.6%
Prefer Not To Say / Unreported	0	0.0%
<b>Total Population</b>	<b>21,634</b>	

<b>Central Sioux Falls</b>		
Demographic Group	# of People in Group	% of Total Affected Community
White	22,284	73.4%
Black or African American	1,886	6.2%
American Indian or Alaska Native	2,547	8.4%
Asian	600	2.0%
Native Hawaiian or Pacific Islander	0	0.0%
Hispanic or Latino	893	2.9%
More than one	1,732	5.7%
Prefer Not To Say / Unreported	420	1.4%
<b>Total Population</b>	<b>30,362</b>	

<b>Northeast Sioux Falls</b>		
Demographic Group	# of People in Group	% of Total Affected Community
White	13,849	65.2%
Black or African American	2,985	14.1%
American Indian or Alaska Native	862	4.1%
Asian	1,022	4.8%
Native Hawaiian or Pacific Islander	0	0.0%
Hispanic or Latino	1,608	7.6%
More than one	901	4.2%
Prefer Not To Say / Unreported	0	0.0%
<b>Total Population</b>	<b>21,227</b>	

<b>Eastern Sioux Falls</b>		
Demographic Group	# of People in Group	% of Total Affected Community
White	29,214	68.1%
Black or African American	5,871	13.7%
American Indian or Alaska Native	2,656	6.2%
Asian	853	2.0%
Native Hawaiian or Pacific Islander	0	0.0%
Hispanic or Latino	2,470	5.8%
More than one	1,830	4.3%
Prefer Not To Say / Unreported	0	0.0%
<b>Total Population</b>	<b>42,894</b>	



Meadowview Addition		
Demographic Group	# of People in Group	% of Total Affected Community
White	2,159	87.8%
Black or African American	85	3.5%
American Indian or Alaska Native	71	2.9%
Asian	0	0.0%
Native Hawaiian or Pacific Islander	0	0.0%
Hispanic or Latino	50	2.0%
More than one	94	3.8%
Prefer Not To Say / Unreported	0	0.0%
Total Population	2,459	

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that SFRAA 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 US Census Bureau using data from the “Speak English less than very well” category.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>6</sup> The safe harbor for our community is 1,000. Please refer to the end of this document to find data for all languages in our community. The following counties were used to calculate the LEP Data using information taken directly from the US Census Bureau:

**South Dakota:** Aurora, Bon Homme, Brookings, Brule, Buffalo, Charles Mix, Clay, Davison, Douglas, Hanson, Hutchinson, Jerauld, Lake, Lincoln, McCook, Miner, Minnehaha, Moody, Sanborn, Turner, Union, and Yankton;

**Minnesota:** Lincoln, Lyon, Murray, Nobles, Pipestone, and Rock;

**Iowa:** Clay, Dickinson, Lyon, O’Brien, Osceola, and Sioux.

<sup>6</sup> 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.

<b>Languages Spoken by LEP Population that Meet the Safe Harbor Threshold</b>	<b>Number</b>	<b>Margin of Error</b>
<i>Spanish</i>	9111	+/-1186
<i>African Languages</i>	2000	+/-528

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

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

This information is verified annually<sup>7</sup> through checking the following resources:

<b>Data Sources for Languages Spoken in Affected Community</b>	<b>Website link to Data Source</b>
<i>U.S. Census Bureau</i>	<a href="https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001">https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001</a>

#### Beneficiary Diversity.

Demographic information is collected from airport customers and tenants, through census data, voluntarily from businesses seeking opportunities at the airport, and through voluntary disclosures in surveys conducted at the Airport.

#### **Description of Beneficiary Demographic Information Collection Methods**

- *The Airport's marketing firm conducts occasional surveys of passengers and will include optional biographical data to help the Airport identify demographic information of its travelers.*
- *Businesses that submit bids or offers will be asked to complete an anonymous survey that includes demographic information of principal officers and/or owners.*

#### Staff and Authority Board Diversity.

<sup>7</sup> 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.

Demographic information will be collected from airport employees and the Authority Board, through voluntary disclosures.

<b>Description of Employee and Advisory Board Demographic Information Collection Methods</b>
<ul style="list-style-type: none"> <li>• <i>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 through the job application website.</i></li> <li>• <i>Every newly appointed Airport Board Member will be asked to voluntarily provide demographic information to airport administration.</i></li> </ul>

### **7. Potential or Known Community Impacts**

No SFRAA activity must not 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.<sup>8</sup>

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

<b>Existing Airport Facilities</b>	<b>Affected Community(Communities) Impacted by Operation of the Facility</b>
<i>RWY 03/21</i>	<i>Central Sioux Falls, Northeast Sioux Falls, Meadowview Addition</i>
<i>RWY 15/33</i>	<i>Northwest Sioux Falls, Meadowview Addition, Southeast Sioux Falls</i>
<i>RWY 09/27</i>	<i>Eastern Sioux Falls, Northwest Sioux Falls</i>
<i>Terminal Building</i>	<i>None</i>
<i>Parking Garage and Parking Lots</i>	<i>None</i>
<i>Airport Maintenance Shop</i>	<i>None</i>
<i>West GA Area</i>	<i>None</i>
<i>East GA Area</i>	<i>None</i>
<i>Cargo Facilities</i>	<i>None</i>
<i>SD Air National Guard Base</i>	<i>None</i>
<i>SD Army National Guard Base</i>	<i>None</i>

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

<sup>8</sup> In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

<b>Airport Facility Construction Projects</b>	<b>Affected Community Impacted by Construction of the Facility</b>
<i>Terminal Parking Garage</i>	<i>None</i>
<i>Cargo Facilities Expansion</i>	<i>None</i>
<i>Airport Maintenance Shop Expansion</i>	<i>None</i>
<i>Airport Terminal Expansion</i>	<i>None</i>

We have 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 have disparate impacts:

<b>Facilities or Construction Projects with Disparate Impacts</b>	<b>Affected Community Impacted</b>	<b>Impact Can Be Eliminated?</b>
<i>RWY 03/21</i>	<i>Central Sioux Falls, Northeast Sioux Falls, Meadowview Addition</i>	<i>No</i>
<i>RWY 15/33</i>	<i>Northwest Sioux Falls, Meadowview Addition, Southeast Sioux Falls</i>	<i>No</i>
<i>RWY 09/27</i>	<i>Eastern Sioux Falls, Northwest Sioux Falls</i>	<i>No</i>

**Justifications:**

All three facilities with impacts to communities around the airport are existing runways that cannot have their geometries or alignments changed to reduce impact to affected communities. These runways have all been in existence since the Army Air Corps was still running the Airport during World War II and cannot be changed in the near term. The Airport is investigating the feasibility of decommissioning RWY 09/27 once the Grant Assurances that are associated with that runway expire. This is a very involved process that will take several years. Also, this runway is used by less than 1% of traffic, so its closure will have almost no discernable impact on Affected Communities.

**8. Limited English Proficiency (LEP)**

Executive Order 13166

In creating a Language Assistance Plan, the SFRAA will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In the Community Statistics section, we identified the following languages spoken by LEP persons utilizing the Airport that may require regular use of translation services.

## Language

Spanish

While “African Languages” was identified as having more than 1,000 LEP speakers in the area, the Census Bureau makes the information too generic and does not offer much insight into what languages are actually spoken in the area that may require additional translation services.

The Airport does not have the resources available to offer language services on a large scale. Whenever possible, translation and interpretation services will be offered, but there is not enough demand for these services for the Airport to justify offering these services for all passengers.

While the Airport does not have the ability, to offer full-time, large-scale translation and interpretation service, it has 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 Airport will assist travelers by providing the following translation assistance when it is available:

<b>Location for Translation Assistance</b>	<b>Languages</b>
<i>Airport Operations (24/7)</i>	<i>Language Line Languages (over 240)</i>
<i>Bilingual Staff (when available)</i>	<i>Spanish</i>

### **Interpretation Services:**

- The following vendors have been identified for interpretation services:

<b>Interpretation Vendors</b>	<b>Languages</b>
<i>Language Line</i>	<i>Spanish</i>

- Information regarding interpretation services can be obtained at the Airport Administration Office.

## **9. Transportation**

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

In the Community Statistics section of this plan, we 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.

Sioux Area Metro (SAM) decides all public transit service routes in the Sioux Falls area. The Airport, as an Authority separate from all other local governments, has no say as to what areas are served by SAM.

### **10. Minority Businesses**

49 CFR 21 Appendix C (a)(1)(x)

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

<b>Airport Business Opportunity</b>	<b>Minority Business Outreach Methods</b>
<i>Gift and Retail Concessions</i>	<p><i>Consult with the South Dakota Unified Certification Program (UCP) along with the U.S. Small Business Administration for Minority Owned Businesses and inform local, relevant companies of opportunities</i></p> <p><i>Review the Census Bureau Website at: <a href="http://factfinder.census.gov">http://factfinder.census.gov</a> for Minority and Women owned Businesses and inform local, relevant companies of opportunities</i></p>
<i>Parking Lot Operations</i>	<i>Utilize methods identified above</i>
<i>Food and Beverage Concessions.</i>	<i>Utilize methods identified above.</i>
<i>Contracted Security Officers</i>	<i>Utilize methods identified above</i>

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 with Airport Administration.

### **11. Training**

New employee training will incorporate Title VI training once it is made available on ANTN Digicast; this is anticipated to be completed in March 2024 and will be required for all new Airport Authority employees. Current employees will be required to take the course within six months of it being published on ANTN Digicast. Topics of the training will 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

## **12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations**

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

- Compliance reviews or audits concerning civil rights requirements<sup>9</sup>
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements<sup>10</sup>

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, SFRAA must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the SFRAA 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.

## **13. Title VI Complaints**

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

**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<sup>11</sup>
3. Allege misconduct by the SFRAA, including airport employees, contractors,

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<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> 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 assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.

concessionaires, lessees, or tenants.

4. Concern an airport facility or actions by the SFRAA including airport employees, contractors, concessionaires, lessees, or tenants.

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 SFRAA. 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.

Receipt of Complaint. The Coordinator will log the complaint and promptly send copies of the complaint to the office named in the complaint, the Airport's Executive Director, and the Airport's Deputy Director.

Complaints must be filed within 90 days of the discriminatory event, must be in writing, and must be delivered to:

Sioux Falls Regional Airport Authority  
ATTN: Title VI Coordinator  
2801 N. Jaycee Ln.  
Sioux Falls, SD 57104

If a complaint is initially made by phone, it must be supplemented with a written complaint within 90 days after the discriminatory event has passed. 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. Accommodation will be provided, upon request, for individuals unable to file a written complaint due to a disability.

Initial Procedure. The 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.

### **Discrimination Complaint Referral Procedure**

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the Coordinator within 5 business days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 business 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 all pertinent information to FAA Civil Rights Connect System. Once successfully uploaded to the system, this will constitute proper notification to the



FAA. The Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation, and resolution process.

### **Investigation Procedure**

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

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

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

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.

Investigation Report. After completing the investigation, the Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Coordinator may consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel, if consulted, will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through negotiation, mediation, remediation, or other necessary remedies based upon the validity, nature, and severity of the complaint.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state SFRAA'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.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the Airport's Executive Director.

- The written appeal must be received 30 business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.
- The Executive Director will issue a final written decision in response to the appeal.

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

Intimidation and Retaliation Prohibited. SFRAA 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 the Title VI Coordinator.

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

**Website, In-person, and Other Distribution Methods**

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1. *Airport Website, [www.sfairport.com/titlevi](http://www.sfairport.com/titlevi)*

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2. *Airport Administration Office, M-F 8am-4:30pm excluding holidays*

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## 14. Population / Language Data

### Population Data

<b>Affected Communities Information - Source: City-Data 2021</b>				
<b>Affected Community</b>	<b>Population</b>	<b>Poverty Rate</b>	<b># of People in Minority Group</b>	<b>% Total Affected Community in Minority Group</b>
Northwest Sioux Falls	21,634	11.2%	8,493	39.3%
Central Sioux Falls	30,362	7.2%	8,078	26.6%
Northeast Sioux Falls	21,227	15.4%	7,378	34.8%
Eastern Sioux Falls	42,894	10.1%	13,680	31.9%
Meadowview Addition	2,459	6.4%	300	12.2%
<b>TOTAL</b>	<b>118,576</b>	<b>10.4%</b>	<b>37,929</b>	<b>32.0%</b>
<b>Sioux Falls Total</b>	<b>196,528</b>	<b>9.1%</b>	<b>42,513</b>	<b>21.6%</b>

<b>Northwest Sioux Falls</b>		
<b>Demographic Group</b>	<b># of People in Group</b>	<b>% of Total Affected Community</b>
White	13,141	60.7%
Black or African American	2,295	10.6%
American Indian or Alaska Native	938	4.3%
Asian	1,816	8.4%
Native Hawaiian or Pacific Islander	0	0.0%
Hispanic or Latino	1,579	7.3%
More than one	1,865	8.6%
Prefer Not To Say / Unreported	0	0.0%
<b>Total Population</b>	<b>21,634</b>	

<b>Central Sioux Falls</b>		
<b>Demographic Group</b>	<b># of People in Group</b>	<b>% of Total Affected Community</b>
White	22,284	73.4%
Black or African American	1,886	6.2%
American Indian or Alaska Native	2,547	8.4%
Asian	600	2.0%
Native Hawaiian or Pacific Islander	0	0.0%

Hispanic or Latino	893	2.9%
More than one	1,732	5.7%
Prefer Not To Say / Unreported	420	1.4%
Total Population	30,362	

Northeast Sioux Falls		
Demographic Group	# of People in Group	% of Total Affected Community
White	13,849	65.2%
Black or African American	2,985	14.1%
American Indian or Alaska Native	862	4.1%
Asian	1,022	4.8%
Native Hawaiian or Pacific Islander	0	0.0%
Hispanic or Latino	1,608	7.6%
More than one	901	4.2%
Prefer Not To Say / Unreported	0	0.0%
Total Population	21,227	

Eastern Sioux Falls		
Demographic Group	# of People in Group	% of Total Affected Community
White	29,214	68.1%
Black or African American	5,871	13.7%
American Indian or Alaska Native	2,656	6.2%
Asian	853	2.0%
Native Hawaiian or Pacific Islander	0	0.0%
Hispanic or Latino	2,470	5.8%
More than one	1,830	4.3%
Prefer Not To Say / Unreported	0	0.0%
Total Population	42,894	

Meadowview Addition		
Demographic Group	# of People in Group	% of Total Affected Community
White	2,159	87.8%
Black or African American	85	3.5%
American Indian or Alaska Native	71	2.9%
Asian	0	0.0%
Native Hawaiian or Pacific Islander	0	0.0%

Hispanic or Latino	50	2.0%
More than one	94	3.8%
Prefer Not To Say / Unreported	0	0.0%
Total Population	2,459	

City of Sioux Falls (Total)		
Demographic Group	# of People in Group	% of Total Affected Community
White	154,015	78.4%
Black or African American	12,800	6.5%
American Indian or Alaska Native	3,853	2.0%
Asian	5,537	2.8%
Native Hawaiian or Pacific Islander	239	0.1%
Hispanic or Latino	11,381	5.8%
More than one	8,615	4.4%
Prefer Not To Say / Unreported	88	0.0%
Total Population	196,528	

Language Data

Counties Included					
SD Counties Included:	Aurora	MN Counties Included:	Lincoln	IA Counties Included	Clay
	Bon Homme		Lyon		Dickinson
	Brookings		Murray		Lyon
	Brule		Nobles		O'Brien
	Buffalo		Pipestone		Osceola
	Charles Mix		Rock		Sioux
	Clay				
	Davison				
	Douglas				
	Hanson				
	Hutchinson				
	Jerauld				
	Lake				
	Lincoln				
	McCook				
	Miner				
	Minnehaha				
	Moody				
	Sanborn				
	Turner				
Union					
Yankton					

Spanish	Estimate	9,111	Other Indic Languages	Estimate	743
	Margin of Error	1,186		Margin of Error	413
African Languages	Estimate	2,000	Other Indo-European Languages	Estimate	159
	Margin of Error	528		Margin of Error	311
French (incl. Patois, Cajun)	Estimate	189	Chinese	Estimate	641
	Margin of Error	299		Margin of Error	429
French Creole	Estimate	5	Japanese	Estimate	46
	Margin of Error	220		Margin of Error	230
Italian	Estimate	2	Korean	Estimate	107

	Margin of Error	230			Margin of Error	248
Portuguese or Portuguese Creole	Estimate	23		Mon-Khmer, Cambodian	Estimate	140
	Margin of Error	222			Margin of Error	283
German	Estimate	771		Hmong	Estimate	180
	Margin of Error	256			Margin of Error	267
Yiddish	Estimate	9		Thai	Estimate	87
	Margin of Error	231			Margin of Error	265
Other Western Germanic Languages	Estimate	54		Laotian	Estimate	466
	Margin of Error	236			Margin of Error	308
Scandinavian Languages	Estimate	39		Vietnamese	Estimate	274
	Margin of Error	233			Margin of Error	301
Greek	Estimate	30		Other Asian Languages	Estimate	439
	Margin of Error	240			Margin of Error	377
Russian	Estimate	211		Tagalog	Estimate	138
	Margin of Error	265			Margin of Error	233
Polish	Estimate	6		Other Pacific Island Languages	Estimate	48
	Margin of Error	231			Margin of Error	235
Serbo-Croatian	Estimate	530		Navajo	Estimate	0
	Margin of Error	336			Margin of Error	234
Other Slavic Languages	Estimate	317		Other Native North American Languages	Estimate	123
	Margin of Error	286			Margin of Error	236
Armenian	Estimate	0		Hungarian	Estimate	4
	Margin of Error	224			Margin of Error	230
Persian	Estimate	8		Arabic	Estimate	258
	Margin of Error	230			Margin of Error	317
Gujarati	Estimate	71		Hebrew	Estimate	0
	Margin of Error	270			Margin of Error	234
Hindi	Estimate	18			Estimate	597

	Margin of Error	224		Other Unspecified Languages	Margin of Error	431
	Estimate	18				
Urdu	Margin of Error	235				



## 15. Completed Unlawful Discrimination Poster

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### **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: Jonathon Perout  
Phone: 605-336-0762  
Address: 2801 N. Jaycee Ln.  
Sioux Falls, SD 57104

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### **Discriminacion Ilegal**

Se prohíbe 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 físico o discapacidad en lo que respecta a servicios públicos 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.

Coordinador: Jonathon Perout  
Teléfono: 605-336-0762  
Dirección: 2801 N. Jaycee Ln.  
Sioux Falls, SD 57104



U.S. Department of Transportation  
Federal Aviation Administration

FAA-000008

