

Ketchikan Airport (KTN) Title VI Plan

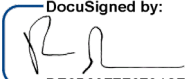
1. Title VI Policy Statement¹

The Alaska Department of Transportation and Public Facilities (DOT&PF) 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.

DOT&PF 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 “*including any programs or activities of our sub-recipients*”. 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 DOT&PF will take action to involve them and the general public in the decision-making process.

DOT&PF 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 DOT&PF and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

The Title VI Coordinator is available at 907-269-0852 and Robespierre.howard@alaska.gov. The Title VI Coordinator 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.

DocuSigned by:

DE6B08F7F6734C7...
Signature
Ryan Anderson, P.E.
Commissioner

3/14/2024

Effective Date

[Effective Date plus 3 years]

3-Year Expiration Date

¹ This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

2. Administration

The DOT&PF Commissioner has reviewed and adopted this Title VI Nondiscrimination Plan for The DOT&PF. 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 DOT&PF Commissioner’s Airport Director or the DOT&PF’s Title VI Coordinator. Significant revisions to our policies or federal guidelines may warrant re-adoption by the DOT&PF’s Civil Rights Office (CRO) 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
Robespierre Howard	ADA / Title VI Coordinator / DOT/CRO
Alex Peura	KTN Airport Director

KTN does not have any airport program sub-recipients.

As of the date of this plan, KTN does not have any pending applications for Federal financial assistance.

Federal Source	Grant Number	Amount
None		

KTN has no sub-recipients pending applications for Federal financial assistance (either directly from the FAA or passed through the State DOT):

Federal Source	Grant Number	Amount
None		

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

Federal Source	Grant Award Information Available at:
None	

3. Grant and Procurement Assurances

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

Description of Oversight Methods for Subcontracts

To ensure compliance with the subcontractor, the Title VI Coordinator and Airport Title VI Liaison will conduct annual reviews of 10% of all AIP-funded projects. These reviews will examine the

information listed below, which will be documented in the FAA Title VI Plan's Appendices. In addition, the Alaska DOT&PF Northern Region Contracts section provides oversight of all Ketchikan Airport (KTN) project contracts, whether federally or airlines funded, including both vertical and horizontal agreements. The Contractor will ensure that paragraphs one through six of federal regulations "combined-federal-contract-provisions-2023-5-24, Section A6.4.2, Compliance with Nondiscrimination Requirements (see Appendix A)" are included in every subcontract, including material procurements and equipment leases, unless exempted by the Acts, Regulations, and associated directives.

The Contractor will take necessary action, as directed by the Recipient or the Federal Aviation Administration, to enforce these provisions, including imposing sanctions for noncompliance.

If the Contractor faces litigation from a subcontractor or supplier due to such direction, they may request the Recipient to engage in legal proceedings to protect the Recipient's interests.

Additionally, the Contractor may request that the United States participate in the litigation to safeguard the United States' interests.

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

Among other responsibilities, the Coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with Title VI's nondiscrimination requirements and reports to DOT&PF leadership on the status of Title VI compliance.
- Responds promptly to requests by the FAA for data and records and for scheduling 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.
- The airport's Title VI plan is reviewed annually, and information is disseminated to the staff and the

Airport Sponsor's 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, airport event sign-in sheets, 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, 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)

KTN 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,² 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 in Section 15 Appendix.

KTN has posted the Title VI policy statement at its staff offices.

KTN will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan is available on the DOT&PF website: <https://dot.alaska.gov/cvlrts/titlevi.shtml>

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

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
Car Rental Counter, Public Restroom Entrance & 4 th Floor Admin Office	3		
TSA Area & Adjacent to Lounge	1	2	

Outreach to Affected Communities

The DOT&PF CRO Title VI Coordinator will ensure that notices for public meetings reach all segments of the impacted community. The Title VI coordinator will identify the effective media platforms to share announcement and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcast, and the DOT&PF’s website. The CRO Title VI Coordinator contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities³ and provide important feedback on translated materials. The CRO maintains records of all such notices and the efforts made to reach each of the Affected Communities.

DOT&PF will create a detailed Community Participation Plan (CPP) by May 30, 2024. Detailed information on our public notice, outreach procedures and a copy of the plan will be available at <https://dot.alaska.gov/cvlrts/titlevi.shtml>

To ensure that the community is effectively informed of and able to participate in public hearings, DOT&PF’s CRO 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 social media 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. 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 CRO Title VI Coordinator will be able to identify, understand, and engage with communities. In doing so, the DOT&PF needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by DOT&PF’s airport program.

Affected Communities¹	Population
City of Ketchikan	13,378

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

We have identified the following facts about the Affected Communities:

¹ “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.

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

¹ We will not discriminate against any person 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. §

Low Income Communities⁴.

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,” KTN uses the American Community Survey statistics on the City of Ketchikan as a whole. (U.S. Census Report, report S1701: Poverty Status in the Past 12 Months], the overall poverty level for the City and Borough of Ketchikan is approximately 9.7%. The poverty rate is low when compared with the rest of the State of Alaska at 11.0% with MoE of +/- 0.9%. The poverty rates for the specific Affected Communities have not been identified by specific area or Affected Communities and has only been determined by the community as a whole.

Affected Communities	Poverty Rate
City of Ketchikan	9.7%

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 have not identified any specific area or Affected Communities and has only been determined by the community as a whole.

**Affected Community: City of Ketchikan
Total Affected Community Population: 13,378**

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	8,806	6.9%
Black or African American	93	19.4%
American Indian or Alaska Native	2,003	23.2%
Asian	1,180	5.3%
Native Hawaiian or Other Pacific Islander	29	20.7%
Hispanic or Latino	771	6.4%
Two or more races	1,413	10.1%

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that KTN communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. In Section 14 the language data table lists non-English languages that are spoken in LEP households by the community as a whole. The

⁴ 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.

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. KTN safe harbor threshold is 1,000. Please refer to *Section 14 Language Data: Language Spoken at Home by Ability to Speak English* of this document to find data for all languages in our community. While the only data compiled for KTN is through the American Community Survey for ‘spoken’ English for LEP, it does not distinguish between ‘written’ and ‘spoken’ English.

Based on the language data and safe harbor threshold of 1,000 per language group, no language group exceeds the threshold for the community as a whole in KTN. There is zero frequency of contact with LEP individuals at the airport and airport-related activities (all languages).

This information is updated annually⁵ through checking the following:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau	B16001: LANGUAGE SPOKEN AT HOME BY ... - Census Bureau Table

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

- Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.

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

- 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.
- HR completes EEOC reporting annually.

⁵ 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. 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 DOT&PF 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.⁶

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

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
KTN Terminal and Airfield	None

There are no airport facility projects (including all alternatives) in construction or expected to be in construction within the next 3 years.

We have analyzed the existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities, and none have disparate impacts.

8. Limited English Proficiency (LEP)

Executive Order 13166

In creating a Language Assistance Plan, the DOT&PF 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 that no language group exceeds the threshold for the community of KTN as a whole.

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 KTN of the responsibility to provide language access. We have

⁶ 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.

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 vendors have been identified for written translations:

Translation Vendors	Languages
Corporate Translation Services (CTS) Language Link	All above languages

Location for Translation Assistance	Languages
Alaska DOT&PF website	All above languages

Interpretation Vendors	Languages
Language Interpreter Center Anchorage/ Juneau Office	All above languages

Location for Interpretation Assistance	Languages
On-Demand Interpreting and Translation Services	On-Demand Interpreting and Translation Services, Office of Procurement and Property Management, State of Alaska

Description of Interpretation Assistance Processes

The Alaska Department of Transportation & Public Facilities (DOT&PF) airports utilize a combination of human staff, technology, and clear signage to provide translation services and ensure equitable use of airport facilities. To overcome language barriers, DOT&PF employs multilingual staff at information desks to assist passengers by giving directions, answering questions, and offering guidance. Additionally, passengers have relied on technology solutions such as smartphone translation apps.

The DOT&PF CRO understands that resources needed to provide the cost of translation services or have a certified translator in certain parts of rural Alaska might be high or non-existent. In such circumstances, the LEP person may use a friend or someone appropriate. In this circumstance, The DOT&PF CRO Title VI Specialist shall be notified when using a non- certified individual, via email DOT.Title6@alaska.gov or phone call 907-268-0852 or 1-800-770-6236 within Alaska.

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.

We have coordinated with Ketchikan Gateway Borough to encourage it 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.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
Ketchikan Gateway Borough	Paratransit	Existing

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:

Airport Business Opportunity	Minority Business Outreach Methods
None	None

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 DOT&PF Statewide

Aviation, and South Coast Region Aviation Leasing.

11. 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 Title VI 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 biannually.

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 requirements⁷
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements⁸

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, KTN 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.

13. Title VI Complaints

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

⁷ 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.

⁸ 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

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 administrative requirements under Title VI or related laws.
2. Not only be for employment matters⁹
3. Allege misconduct by the KTN or it’s sub-recipients including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the KTN 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 DOT&PF CRO.¹⁰ 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 Title VI Coordinator will log in the complaint and promptly send copies of the complaint to DOT/Civil Rights Office, Office named in complaints, and Alex Peura, Airport Director.

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

Robespierre Howard, Statewide Title VI Specialist
2200 E. 42nd Ave
Anchorage, Alaska 99508
907-269-0852
Robespierre.howard@alaska.gov

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 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 to individuals unable to file a written complaint due to a disability.

employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

⁹ 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.

Initial Procedure. The 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 Title VI 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 Title VI Coordinator within 72 hours.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the Title VI Coordinator was notified). The Title VI 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 complaints to the FAA Civil Rights Connect System, which issues automated notifications to FAA staff. The Title VI Coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation and resolution process.

Investigation Procedure

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

Cooperation with FAA. The Title VI Coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against KTN, the Title VI Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The Title VI 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 Title VI 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 Title VI Coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the Title VI 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.

Prompt Resolution of Disputes. The Title VI Coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through reasonable accommodations, alternate dispute resolution, negotiation, and/or mediation.

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 KTN'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 Director, Alex Peura.
- The written appeal must be received within 15 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 Airport Director, Alex Peura 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 KTN will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. KTN 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 Robespierre Howard at 907-269-0852.

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

Website, In-person, and Other Distribution Methods

Alaska DOT&PF website, <https://dot.alaska.gov/cvlrts>

14. Population / Language Data

	ZCTA5 99901					
	Total		Below poverty level	Margin of Error	Estimate	Margin of Error
Label	Estimate	Margin of Error	Estimate	±6,403	11.0%	±0.9
Population for whom poverty status is determined	13,738	±51	1,329			
AGE				±3,501	13.9%	±2.1
Under 18 years	2,870	±46	280	±1,835	20.2%	±4.0
Under 5 years	744	±46	111	±2,375	11.6%	±1.9
5 to 17 years	2,126	±61	169	±3,510	13.5%	±2.1
Related children of householder under 18 years	2,847	±50	257	±3,665	10.0%	±0.8
18 to 64 years	8,564	±68	908	±2,247	11.4%	±1.3
18 to 34 years	2,989	±82	465	±2,395	9.1%	±0.9
35 to 64 years	5,575	±93	443	±2,094	10.8%	±1.4
60 years and over	3,311	±105	236	±1,787	10.2%	±1.8
65 years and over	2,304	±49	141			
SEX				±3,489	10.3%	±0.9
Male	7,107	±62	640	±4,051	11.8%	±1.2
Female	6,631	±46	689			
RACE AND HISPANIC OR LATINO ORIGIN				±3,572	7.7%	±0.8
White alone	8,806	±128	605	±2,460	24.3%	±10.6
Black or African American alone	93	±48	18	±2,342	22.0%	±2.4
American Indian and Alaska Native alone	2,003	±187	464	±1,696	11.6%	±3.8

Asian alone	1,180	±67	62	N	N	N
Native Hawaiian and Other Pacific Islander alone	29	±25	6	±426	5.7%	±3.0
Some other race alone	214	±74	31	±2,296	11.0%	±2.0
Two or more races	1,413	±249	143	±2,162	11.0%	±4.0
White alone, not Hispanic or Latino	412,763	±2,471	32,271	±3,485	7.8%	±0.9
EDUCATIONAL ATTAINMENT						
Population 25 years and over	480,534	±1,748	46,111	±3,774	9.6%	±0.8
Less than high school graduate	32,203	±3,338	7,207	±1,662	22.4%	±4.5
High school graduate (includes equivalency)	137,011	±6,192	18,678	±2,265	13.6%	±1.6
Some college, associate's degree	162,477	±5,772	14,950	±1,905	9.2%	±1.1
Bachelor's degree or higher	148,843	±6,284	5,276	±1,055	3.5%	±0.7
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	361,161	±6,418	21,351	±2,580	5.9%	±0.7
Employed	344,693	±6,769	16,254	±2,251	4.7%	±0.6
Male	187,362	±3,927	8,395	±1,295	4.5%	±0.7
Female	157,331	±4,520	7,859	±1,611	5.0%	±1.0
Unemployed	16,468	±1,945	5,097	±1,447	31.0%	±6.9
Male	9,838	±1,469	2,681	±964	27.3%	±8.1
Female	6,630	±1,207	2,416	±1,046	36.4%	±11.7
WORK EXPERIENCE						
Population 16 years and over	561,428	±1,908	56,478	±4,486	10.1%	±0.8
Worked full-time, year-round in the past 12 months	250,377	±5,022	3,839	±1,161	1.5%	±0.5
Worked part-time or part-year in the past 12 months	149,403	±4,938	18,638	±2,464	12.5%	±1.6

Did not work	161,648	±5,075	34,001	±3,684	21.0%	±2.0
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	38,781	±4,816	(X)	(X)	(X)	(X)
125 percent of poverty level	101,628	±7,318	(X)	(X)	(X)	(X)
150 percent of poverty level	125,020	±7,107	(X)	(X)	(X)	(X)
185 percent of poverty level	163,144	±9,896	(X)	(X)	(X)	(X)
200 percent of poverty level	174,988	±10,247	(X)	(X)	(X)	(X)
300 percent of poverty level	298,446	±10,555	(X)	(X)	(X)	(X)
400 percent of poverty level	382,517	±10,265	(X)	(X)	(X)	(X)
500 percent of poverty level	468,621	±11,973	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED	159,475	±5,991	31,092	±2,914	19.5%	±1.7
Male	91,563	±4,371	15,334	±1,901	16.7%	±2.0
Female	67,912	±3,688	15,758	±2,123	23.2%	±2.7
15 years	291	±239	281	±239	96.6%	±6.2
16 to 17 years	542	±399	534	±399	98.5%	±1.3
18 to 24 years	18,691	±2,191	5,184	±1,118	27.7%	±5.2
25 to 34 years	39,463	±2,924	5,457	±1,106	13.8%	±2.7
35 to 44 years	25,708	±2,639	4,063	±1,139	15.8%	±4.4
45 to 54 years	17,888	±2,303	2,658	±778	14.9%	±4.3
55 to 64 years	25,805	±2,468	6,397	±1,252	24.8%	±4.0
65 to 74 years	20,992	±2,318	4,354	±1,063	20.7%	±4.4
75 years and over	10,095	±1,133	2,164	±687	21.4%	±6.1
Mean income deficit for unrelated individuals (dollars)	9,000	±430	(X)	(X)	(X)	(X)

Worked full-time, year-round in the past 12 months	78,007	±4,886	1,425	±697	1.8%	±0.9
Worked less than full-time, year-round in the past 12 months	40,833	±2,940	10,457	±1,433	25.6%	±2.8
Did not work	40,635	±3,460	19,210	±2,374	47.3%	±3.7
Population in housing units for whom poverty status is determined	700,501	±1,088	74,877	±6,296	10.7%	±0.9

Language Data
City and Borough of Ketchikan, Alaska
Source: American Community Survey, 2022 Language Spoken at Home by Ability to Speak English for the Population over 5 Years and Older

	ZCTA5 99901	
Label	Estimate	Margin of Error
Total:	12,820	±22
Speak only English	11,584	±130
Spanish or Spanish Creole:	266	±82
Speak English "very well"	238	±79
Speak English less than "very well"	28	±20
French (incl. Patois, Cajun):	25	±28
Speak English "very well"	16	±16
Speak English less than "very well"	9	±13
French Creole:	0	±14
Speak English "very well"	0	±14
Speak English less than "very well"	0	±14
Italian:	5	±7
Speak English "very well"	5	±7

Speak English less than "very well"	0	±14
Portuguese or Portuguese Creole:	7	±10
Speak English "very well"	7	±10
Speak English less than "very well"	0	±14
German:	10	±10
Speak English "very well"	10	±10
Yiddish, Pennsylvania Dutch or other West Germanic languages:	317	±124
Speak English "very well"	230	±94
Speak English less than "very well"	87	±61
Greek:	30	±35
Speak English "very well"	30	±35
Speak English less than "very well"	0	±24
Russian:	3,541	±538
Speak English "very well"	2,455	±410
Speak English less than "very well"	1,086	±306
Polish:	534	±202
Speak English "very well"	417	±180
Speak English less than "very well"	117	±82
Serbo-Croatian:	419	±305
Speak English "very well"	173	±98
Speak English less than "very well"	246	±278
Ukrainian or other Slavic languages:	1,012	±254
Speak English "very well"	591	±196
Speak English less than "very well"	421	±158
Armenian:	0	±24
Speak English "very well"	0	±24

Speak English less than "very well"	0	±24
Persian (incl. Farsi, Dari):	125	±80
Speak English "very well"	99	±66
Speak English less than "very well"	26	±35
Gujarati:	20	±31
Speak English "very well"	20	±31
Speak English less than "very well"	0	±24
Hindi:	118	±79
Speak English "very well"	118	±79
Speak English less than "very well"	0	±24
Urdu:	181	±159
Speak English "very well"	172	±157
Speak English less than "very well"	9	±12
Punjabi:	24	±39
Speak English "very well"	0	±24
Speak English less than "very well"	24	±39
Bengali:	40	±43
Speak English "very well"	26	±34
Speak English less than "very well"	14	±19
Nepali, Marathi, or other Indic languages:	345	±356
Speak English "very well"	133	±122
Speak English less than "very well"	212	±240
Other Indo-European languages:	1,362	±343
Speak English "very well"	1,090	±335
Speak English less than "very well"	272	±117
Telugu:	72	±87
Speak English "very well"	9	±15

Speak English less than "very well"	63	±86
Tamil:	282	±383
Speak English "very well"	278	±383
Speak English less than "very well"	4	±6
Malayalam, Kannada, or other Dravidian languages:	39	±44
Speak English "very well"	32	±42
Speak English less than "very well"	7	±12
Chinese (incl. Mandarin, Cantonese):	1,884	±430
Speak English "very well"	967	±244
Speak English less than "very well"	917	±309
Japanese:	1,688	±357
Speak English "very well"	1,188	±310
Speak English less than "very well"	500	±205
Korean:	3,494	±595
Speak English "very well"	1,520	±321
Speak English less than "very well"	1,974	±454
Hmong:	3,721	±715
Speak English "very well"	1,792	±468
Speak English less than "very well"	1,929	±544
Vietnamese:	788	±254
Speak English "very well"	346	±143
Speak English less than "very well"	442	±190
Khmer:	162	±82
Speak English "very well"	102	±59
Speak English less than "very well"	60	±43
Thai, Lao, or other Tai-Kadai languages:	1,360	±449
Speak English "very well"	604	±250

Speak English less than "very well"	756	±294
Other languages of Asia:	237	±124
Speak English "very well"	146	±96
Speak English less than "very well"	91	±71
Tagalog (incl. Filipino):	18,520	±1,414
Speak English "very well"	10,484	±1,086
Speak English less than "very well"	8,036	±836
Ilocano, Samoan, Hawaiian, or other Austronesian languages:	7,287	±753
Speak English "very well"	5,429	±771
Speak English less than "very well"	1,858	±470
Arabic:	1,520	±767
Speak English "very well"	1,201	±681
Speak English less than "very well"	319	±232
Hebrew:	133	±74
Speak English "very well"	133	±74
Speak English less than "very well"	0	±24
Amharic, Somali, or other Afro-Asiatic languages:	159	±137
Speak English "very well"	61	±63
Speak English less than "very well"	98	±88
Yoruba, Twi, Igbo, or other languages of Western Africa:	419	±268
Speak English "very well"	247	±222
Speak English less than "very well"	172	±168
Swahili or other languages of Central, Eastern, and Southern Africa:	785	±302
Speak English "very well"	541	±227
Speak English less than "very well"	244	±136

Navajo:	45	±49
Speak English "very well"	45	±49
Speak English less than "very well"	0	±24
Other Native languages of North America:	26,194	±965
Speak English "very well"	23,337	±923
Speak English less than "very well"	2,857	±357
Other and unspecified languages:	394	±139
Speak English "very well"	217	±83
Speak English less than "very well"	177	±113

15. Completed 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: Robespierre Howard
Phone: 907-269-0852
Address: 2200 E. 42nd Ave.
Anchorage, AK 99508

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: Robespierre Howard
Teléfono: 907-269-0852
Dirección: 2200 E. 42nd Ave.
Anchorage, AK 99508



U.S. Department of Transportation
Federal Aviation Administration

HC-101058

FAA Link (effective date May 2023):

https://www.faa.gov/airports/aip/procurement/federal_contract_provisions

Procurement and Contracting Under AIP – Federal Contract Provisions | Federal Aviation Administration (faa.gov)