

CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Sitka Rocky Gutierrez Airport (SIT) Limited English Proficiency (LEP) Plan

ABOUT THE AIRPORT

Sitka, Alaska is located in the Panhandle of Southeast Alaska, 800 air miles north of Seattle and 700 air miles southeast of Anchorage. The current population of Sitka is 8,383 (2022). The economy is based on government, tourism and fishing. Sitka is located on the pacific side of Baranof Island. There are no roads in or out of Sitka and is only accessible by water or air.

Sitka Rocky Gutierrez Airport (SIT) is at an elevation of approximately 27 feet. As of 2017, SIT enplanements were a little over 86,000 passengers. SIT is an FAA Part 139 certificated airport with commercial air service (consisting of fixed wing and helicopter) and general aviation. Military aircraft, as well as non-based air carriers, use SIT as a fueling port or 24/7 diversion airport between Alaska and the lower 48 states (for emergencies). SIT airport has a single 7,200 foot runway with a full-length parallel taxiway and a 4,000 foot seaplane base. SIT has a single main terminal for commercial aviation services, as well as ancillary ground services (car rental, gift shop, restaurant/bar). SIT's strategic plan may be found at [here](#).

PURPOSE OF PLAN

The purpose of this plan is to take reasonable steps to provide meaningful access to Limited English Proficiency (LEP) persons seeking to use SIT and to further SIT's commitment to equity. This Limited English Proficiency Plan is enacted in compliance with 49 CFR Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964. This plan is developed in accordance with Federal Regulations: Executive Order 13166 "Improving Access to Service for Persons with Limited English Proficiency", dated August 11, 2000; and Federal Register, Volume 70, No. 239, "Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons". The Sitka Rocky Gutierrez Airport (SIT) will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and opportunity to participate in our services, activities, and programs. SIT, in coordination with their air carriers and concessionaire staff, shall provide language assistance services to LEP individuals seeking to use City services, activities, and programs whenever an LEP person requests language assistance services. The plan includes an assessment of the LEP needs of the area, an explanation of the steps that are currently being taken to address these needs, and the steps planned for the future to ensure meaningful access to the transit programs by persons with LEP.

DEFINITIONS

The following definitions apply with regard to limited English Proficiency:

- LEP Individual: a person who does not speak English as their primary language and has a limited ability to read, write, speak, or understand English.
- Primary language: the language in which an individual is most effectively able to communicate.
- Language Assistance Services: oral and written language services needed to assist LEP persons to communicate effectively with staff, and to provide LEP persons with meaningful access to airport sponsor programs or activities.
- Meaningful Access: language assistance that results in accurate, timely and effective communication at no cost to the LEP person.
- Interpretation: the act of listening to something in one language and orally translating it to another language.
- Translation: the replacement of written text from one language into an equivalent written text in another language.

ANALYSIS

The following four factors are considered in assessing SIT's obligation to provide LEP services:

1) Number/proportion of LEP persons in SIT area.

According to US Census American Community Survey 2018-2022, English is spoken by 84% of the SIT service area; followed by 9.4% American Indian and Alaskan Native, 7.9% Asian/Pacific Islander, 7.4% Hispanic, 1.2% Native Hawaiian.

2) Frequency with which LEP persons come in contact with the program.

SIT handles very few calls or in-person contact with the public requiring LEP services with air carriers being the primary users for LEP services. Current communication efforts are meeting the public's needs.

3) Importance of the service provided by the airport sponsor.

SIT employees, passengers, and other users range from passenger travel and services to emergency response. SIT is confident that it can adapt to the specific needs of an LEP person.

4) Resources available to SIT and costs.

SIT staff, as well as air carrier staff, are able to translate for many of LEP persons specific to the SIT service area. SIT will also use Google Translate, a website based translation service for both written and oral:

<https://translate.google.com/#view=home&op=translate&sl=auto&tl=es&text=where%20is%20downto%20wn>

SUMMARY OF LANGUAGE ASSISTANCE EFFORTS AND STAFF TRAINING

According to US Census American Community Survey 2018-2022, there were no respondents of the SIT area population that stated they did not speak English “very well”. While there were not individuals captured in the survey, SIT recognizes that a LEP services program is important to maintain and assess the changes to population percentages. SIT will share the LEP services program with its staff so that they are aware of the needs and meet opportunities to help LEP persons. SIT will also coordinate with its tenants to see what needs their customers may have as well as the resources available to each tenant.

ONGOING EFFORTS TO IDENTIFY AND ADDRESS LEP POPULATIONS

As part of the ongoing commitment to LEP persons, SIT will maintain the current LEP services and outreach. SIT will update census data as it becomes available and adjust the program as necessary. SIT will continue to evaluate resources available for communication with LEP persons.

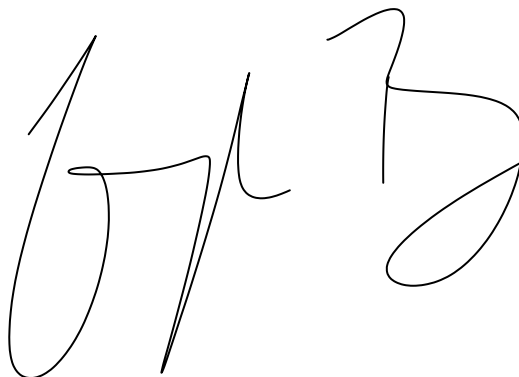
MONITORING AND UPDATING PLAN

SIT will monitor the LEP efforts and update the plan every three (3) years, or as needed. These efforts will include:

- Review the LEP Plan triennially, making adjustments, as needed;
- Review demographic changes in the area that have the potential to affect LEP services required;
- Review any LEP-related complaints regularly and develop programs to mitigate them;
- Post the LEP Plan on the SIT website.

For more information on SIT’s LEP program, contact:

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Plan date/update: 4/30/2024

A handwritten signature in black ink, appearing to read "J. Bea", is positioned to the right of the contact information.