



DIVERSITY **E**QUITY **I**NCLUSION

**Plan for Plan
June 1, 2023**

I. AGENCY OVERVIEW/MISSION AND OBJECTIVES

AGENCY OVERVIEW

The Oregon Department of Aviation (ODAV) is comprised of a staff of 16 FT Employees. Founded in 1921, ODAV was the first aviation department in the United States and predates the Federal Aviation Administration (FAA). ODAV works in collaboration with cities, counties, business and industry, the State of Oregon, The Oregon Department of Transportation, the Port of Portland and the FAA (Federal Aviation Administration). ODAV operates and maintains 28 state owned airports of nearly 100 public use airports in Oregon and acts as the State Aviation Specialist by providing:

- Airport management and operation of state airports
- Leadership that connects communities and the state
- Advocacy for airports, pilots and aviation related businesses
- Facilitation of state and federal aviation funding programs
- Oversight of aviation policy and assets as part of the Emergency Management System

MISSION AND OBJECTIVES

Mission: The Oregon Department of Aviation aims to provide an integrated aviation system that benefits all Oregonians by providing infrastructure, financial resources, and expertise to ensure a safe and efficient air transportation system.

Imperatives: Oregon Department of Aviation's objectives are derived from our Imperatives:

- To ensure a fiscally stable agency
- To provide pro-active oversight of Oregon's aviation system
- To increase advocacy and awareness for state aviation and
- To pursue agency operation excellence

Values: These are the values that guide our decision-making as we aim to implement ODAV's mission.

- Customer Service
- Collaboration
- Integrity
- Passion
- Healthy Relationships

II. GOAL OF THE PLAN FOR THE PLAN

- Develop a Diversity Equity and Inclusion Plan backed by agency leadership and supported by agency policies that aligns with the State's DEI Action Plan.

III. TIMELINE



Final DEI Plan Complete
December 2024

IV. ENGAGEMENT APPROACH

- ODAV's engagement approach will consist of agency collaboration, stakeholder engagement and education outreach. The goal of this engagement will be to help inform and build the agency's DEI plan.
- **Agency Collaboration**
 - ODAV will work with other agencies such as Travel Oregon, ODOT and small agencies to share, connect and collaborate with as well as expand efforts to better reach underserved communities.
- **Stakeholder Engagement**
 - ODAV will engage with agency stakeholders including:
 - Oregon Pilots Association
 - OAMA- Oregon Airport Managers Association
 - Interested stakeholders that have signed up for ODAV emails
 - ODAV customers including pilots, aircraft owners, and aviation business owners
 - Community groups near airports
 - Community members that may be affected by ODAV policies
 - Minority-owned, women-owned, service-disabled veteran-owned, and emerging small business (MWESB) firms that may benefit from contracting opportunities with ODAV.
- **Education Outreach**
 - ODAV plans to conduct outreach to understand the education needs of underserved communities.
 - This research will help to define the Aviation Education Outreach Plan.
 - The goal of this plan will be to help expose students of diverse backgrounds to job opportunities and get them excited about aviation.
 - To inform the needs of this plan ODAV will engage with the following education stakeholders, agencies and community groups including:
 - CTEC- Career Technical Education Center in Salem
 - Oregon Department of Education
 - Higher Education Coordinating Commission
 - Office of Community Colleges and Workforce Development
 - Local Universities and Schools
 - Airway Science for Kids
 - Aurora STEM Program
 - Hillsboro Air Academy
 - Oregon Manufacturing Innovation Center (OMIC)
 - Oregon Airshow Charity Foundation
- **Methods to Engage Community and Stakeholders**
 - Public meetings
 - Oregon Buys, the state online procurement system

- Oregon Department of Aviation Website
- Agency Outreach
- Local Airshows
- Gov Delivery- Email Group for interested stakeholders
- Contract Pre-Bid Events

V. EXPECTED PLAN COMPONENTS AND STRATEGY AREAS

- **DEI Baseline Data Analysis**
 - Collect data on current workforce, hiring, retention and promotion within Workday.
 - Collect data on MWESB firms used in contracting through Oregon Buys.
 - Collect survey data on workplace culture through Internal SurveyMonkey.
 - Collect data on where ODAV is spending budget and who is affected.
 - Do research on aviation education needs and which communities are underserved.
 - Use transparency to present data as a baseline for agency.
- **Stakeholder Engagement**
 - Strengthen public involvement with community engagement.
 - Create strategies for inclusive communications and improved access to information.
 - Engage with diverse community stakeholders as part of the decision-making process.
 - Ensure that the Oregon Aviation Board membership represents the diversity of Oregon.
- **Planning**
 - Apply the State of Oregon DEI Action Plan 10 Strategies to the planning process which are:
 1. Develop Agency-specific Racial Equity Plans
 2. Build State Diversity, Equity, and Inclusion Infrastructure
 3. Foster Inclusive Communications
 4. Strengthen Community Engagement
 5. Utilize Disaggregated Data as a Lever for Change
 6. Create Equitable Budget & Inclusive Budget Process; Invest in Target Communities
 7. Advance Contract Equity and Improve State Procurement Processes
 8. Build a More Diverse Workforce and Create an Inclusive Workplace
 9. No Tolerance for Racism, Hate, and Discrimination
 10. Operate with Urgency, Transparency, and Accountability
- **Aviation Education Outreach Plan**

- Put together a plan for Aviation Education Outreach for underserved communities to connect and expose students to job opportunities and get them excited about aviation.
- **Budgeting**
 - Analyze racial equity of current budget decisions.
 - Consider racial equity when creating upcoming budget.
 - Effectively apply resources where they are most needed and will be most effective.
 - Incorporate racial impact statements in budget process.
- **Procurement**
 - Create strategies to improve procurement opportunities for MWESB firms.
 - Increase outreach to MWESB firms.
 - Remove barriers in procurement that prevent MWESB firms from applying for contracts.
 - Support MWESB firms with training opportunities to become better equipped for ODAV contracts.
- **Policy Making**
 - Make equity the focus when creating new policies.
 - Address current barriers to improve policies.
 - Analyze current policies with equity lens to see if changes are needed.
- **Internal DEI Workforce**
 - Agency DEI Leadership Team
 - Kenji Sugahara, Director
 - Tony Beach, State Airports Manager
 - Kristen Forest, Business and Finance Manager/DEI and Affirmative Action Manager
 - Agency DEI Leadership Team Tasks
 - Lead in development of Agency DEI Plan
 - Operationalize DEI initiatives
 - Promote DEI Initiatives within the agency
 - Move forward racial equity plans
 - Set goals and timelines for plans
 - Periodically review DEI plan, track progress, measure performance and make changes as needed
 - Report to the Governor and the Office of Cultural Change
 - Involvement of ODAV Workforce
 - Encourage workforce to attend DEI training opportunities
 - Enforce no tolerance policy for racism, hate and discrimination