

# Erie Regional Airport Authority Community Participation Plan (CPP)<sup>1</sup>

## 1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected<sup>2</sup> by Erie Regional Airport Authority (ERAA) projects or operations can be informed and participate and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the “protected bases”). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.<sup>3</sup> This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to limited English proficient (LEP) individuals.

The individuals primarily responsible for implementing the ERAA CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
<b>1</b> Derek Martin	Executive Director – Communications and Outreach
<b>2</b> Kimberlie Scharrer	ADA/Title VI Coordinator – Coordinates ADA and Title VI programs

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

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

<b>1</b> ERAA’s website: <a href="http://www.erieairport.org">www.erieairport.org</a>
<b>2</b> In Person: ERAA Administrative Office

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

ERAA also makes this CPP available through the following methods when engaging members of

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<sup>1</sup> See DOT Order 1000.12C, “The U.S. Department of Transportation (DOT) Title VI Program,” Ch. 2, Sec. 4. (Jun. 11, 2021). <https://www.transportation.gov/sites/dot.gov/files/2021-08/Final-for-OST-C-210312-002-signed.pdf>

<sup>2</sup> Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

<sup>3</sup> Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

the public concerning planning efforts:

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

**1** ERAA’s website: [www.erieairport.org](http://www.erieairport.org)

**2** In Person: ERAA Administrative Office

**2. Goals and Objectives**

This CPP applies to all airport planning and decision-making efforts, whether or not directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

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

**Planning Processes**

**1.** Currently there are no projects that require a planning process

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

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
<b>A. Public Comment at Monthly Board of Directors Meetings</b>	#
<b>B. Official Public Meetings and Open House</b>	#
<b>C. Stakeholder Meetings</b>	#
<b>D. Meetings with specific business interests such as the Chamber of Commerce and Economic Development Authority</b>	#

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

See Community Statistics section of ERAA’s Title VI Plan, for detailed discussion of Affected Communities.

The specific steps ERAA will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>4</sup> are provided below.

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<sup>4</sup> “Affected communities” means any readily identifiable group impacted or potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.) <sup>5</sup>	Focused Outreach Steps
i. Erie County Census Tracts 103.04, 104, 105, 124		a. Present information at meetings b. Attend or sponsor community events c. Engagement with members and leaders

## **4. Effective Communication**

ERAA will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of ERAA’s Title VI Plan.

## **5. Communication Platforms**

Diverse communication platforms will be utilized to effectively reach the broadest audience. We will use the following platforms to communicate project details, our nondiscrimination obligations, and points of contact for the public to share project or operational feedback with our office and the FAA.

### **Social Media, Monitors, and Other Communication Platforms**

<b>1</b> Social media platforms including Facebook, Instagram
<b>2</b> Signage at ERI including Flight Information Display Systems (FIDS)
<b>3</b> ERAA’s website: <a href="http://www.erieairport.org">www.erieairport.org</a>

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<sup>5</sup> Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. These representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

## **6. Records**

This section includes the procedures ERAA will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

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

#### **1 Digital records on ERAA's computer system**

Records will be kept for community input. The records will document how ERAA considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

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

#### **1 Digital records on ERAA's computer system**

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.<sup>6</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

#### **1 Voluntary Disclosure During Bidding and Outreach Processes**

CPP records will be made available to the public using the same methods for other information outlined within this plan.

## **7. Reporting Outcomes**

**Within 30 days of the end of each fiscal year (FY),<sup>7</sup>** ERAA will create a CPP Report for the completed FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities the completed FY,
2. The results of those efforts for the completed FY, and

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<sup>6</sup> This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.

<sup>7</sup> The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.

3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

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