

# PANAMA CITY BAY-COUNTY AIRPORT AND INDUSTRIAL DISTRICT BOARD/NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT

## 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 **Panama City Bay-County Airport and Industrial District Board** 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 Panama City Bay-County Airport and Industrial District Board CPP are:

| <b>Responsible Official</b> | <b>Title, Office, and Responsibilities</b>  |
|-----------------------------|---|
| 1 Darlene D. Gordon, CPA    | Director of Finance & Administration<br>Northwest Florida Beaches International Airport |

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

#### **Website<sup>4</sup>, In-person, and Other Communication Methods**

1. [www.iflybeaches.com](http://www.iflybeaches.com)

In addition, Panama City Bay-County Airport and Industrial District Board will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with Panama City Bay-County Airport and Industrial District Board and the FAA. We will also conspicuously display the FAA-provided Unlawful

<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.

<sup>4</sup> [If adding a website, include the relevant webpage location address]

Discrimination Posters at airport facilities. See Notice section of Panama City Bay-County Airport and Industrial District Board’s Title VI Plan.

Panama City Bay-County Airport and Industrial District Board also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

**Website<sup>5</sup>, In-person, and Other Distribution Methods**

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1. [www.iflybeaches.com](http://www.iflybeaches.com)
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**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).

Panama City Bay-County Airport and Industrial District Board’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

**Planning Processes**

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1. Terminal Expansion/Building Addition options
  2. Annual Budget development, including capital projects
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**Panama City Bay-County Airport and Industrial District Board** 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> |
|---|--|
| A. Public Meetings for public information and the opportunity to provide comments | #1, #2   |

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

See Community Statistics section of Panama City Bay-County Airport and Industrial District Board’s Title VI Plan, for detailed discussion of Affected Communities.

The specific steps Panama City Bay-County Airport and Industrial District Board will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>6</sup> are provided below.

| <b>Affected Community</b> | <b>Key Community Reps.<br/>(CBOs, unions,<br/>leaders, etc.)<sup>7</sup></b> | <b>Focused Outreach Steps</b>   |
|---------------------------|--|---|
| i. Bay County             | Chief Communications Officer, Bay County                                     | a. Going forward, email public notices<br>b. Public notices posted on <a href="https://publicnoticesbaycountyflo.gov">https://publicnoticesbaycountyflo.gov</a> |
| ii. Gulf County           | Gulf County Board of County Commissioners                                    | a. Going forward, email public notices  |
| iii. Calhoun County       | Clerk to Board of County Commissions   | a. Going forward, email public notices  |
| iv. Washington County     | County Administrator   | a. Going forward, email public notices  |

### **4. Effective Communication**

Panama City Bay-County Airport and Industrial District Board 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 Panama City Bay-County Airport and Industrial District Board’s Title VI Plan.

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<sup>6</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.  
<sup>7</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.

## **5. Communication Platforms**

Diverse communication platforms will be utilized to effectively reach the broadest audience. Going forward 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**

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1. Website [www.iflybeaches.com](http://www.iflybeaches.com)
  2. Facebook
  3. X (formerly known as Twitter)
  4. Instagram
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## **6. Records**

This section includes the procedures Panama City Bay-County Airport and Industrial District Board will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

### **Website<sup>8</sup>, In-person, and Other Storage Methods**

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1. Going forward, electronic records are saved on our server.
  2. Going forward, any voluntary demographic information forms will be kept in designated files.
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Records will be kept for community input. The records will document how **Panama City Bay-County Airport and Industrial District Board** 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<sup>9</sup>, In-person, and Other Storage Methods**

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1. Going forward, electronic records are saved on our computer server.
  2. Going forward, any voluntary demographic information forms will be kept in designated files.
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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>10</sup> Demographic information will be requested by the following methods:

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<sup>8</sup> [If adding a website, include the relevant webpage location address]

<sup>9</sup> [If adding a website, include the relevant webpage location address]

<sup>10</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.

### **Demographic Information Collection Methods**

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1. Going forward, voluntary demographic disclosure forms will be kept in designated files. Any electronic forms collected will be kept on our server.
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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>11</sup> Panama City Bay-County Airport and Industrial District Board 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
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

Going forward the CPP Reports will be included with Panama City Bay-County Airport and Industrial District Board's Title VI Plan.

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<sup>11</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.