

PQI | Presque Isle International Airport COMMUNITY PARTICIPATION PLAN (CPP)



PRESQUE ISLE INTERNATIONAL AIRPORT



November 14, 2024

Prepared by:



Presque Isle International Airport Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by the **City of Presque Isle / Presque Isle International Airport** 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.³ 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 **City of Presque Isle / Presque Isle International Airport** CPP are:

Responsible Official	Title, Office, and Responsibilities
1. Scott Wardwell	Airport Director, Presque Isle International Airport

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

Website, In-person, and Other Communication Methods
1. Airport website: https://www.flypresqueisle.com/
2. Upon request by e-mailing admin@flypresqueisle.com
3. Upon request by writing to or in person at: Presque Isle International Airport 650 Airport Drive, Suite 11 Presque Isle, Maine 04769

In addition, the **City of Presque Isle / Presque Isle International Airport** will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with the **City of Presque Isle / Presque Isle International Airport** and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice Section of the **City of Presque Isle / Presque Isle International Airport’s** Title VI Plan for poster

¹ 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>

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

³ 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.

locations.

Upon FAA approval of this CPP, the **City of Presque Isle / Presque Isle International Airport** will also make this CPP available through the following methods when engaging members of the public concerning planning efforts:

Website, In-person, and Other Distribution Methods

- 1. **Airport website:** <https://www.flypresqueisle.com/>
- 2. **Upon request by e-mailing** admin@flypresqueisle.com
- 3. **Upon request by writing to or in person at:**
Presque Isle International Airport
650 Airport Drive, Suite 11
Presque Isle, Maine 04769

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).

The **City of Presque Isle / Presque Isle International Airport's** planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

- 1. **Master Plans**
- 2. **NEPA Planning Processes**
- 3. **Land Use Plans**
- 4. **Airport Access Projects**
- 5. **Airfield Improvement Projects**
- 6. **Airport Facility and Infrastructure Projects**
- 7. **Major Terminal and Landside Development Projects**

The **City of Presque Isle / Presque Isle International Airport** seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Agency Coordination	#1, 2, 3, 4, 5, 6, 7
B. Community Meetings (in-person or virtual)	#1, 2, 3, 4, 5, 6, 7
C. City Council Meetings for Major Projects	#1, 2, 3, 4, 5, 6, 7
D. NEPA Project Alternatives Working Sessions and Public Meetings	#2 (EA and EIS)
E. Open Procurement and Upcoming Bid Opportunities via Website Postings - https://presqueislemaine.gov/government/bids__awards.php https://flypresqueisle.com	#1, 2, 3, 4, 5, 6, 7
F. Public Notice of AIP Awards via Website Posting - https://www.faa.gov/airports/aip/grant_histories	#1, 2, 3, 4, 5, 6, 7

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of The **City of Presque Isle / Presque Isle International Airport’s** Title VI Plan, for detailed discussion of Affected Communities.

The specific steps The **City of Presque Isle / Presque Isle International Airport** will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁴ are provided below.

⁴ “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.) ⁵	Focused Outreach Steps
i. Low Income Population in the following Communities: Presque Isle Mapleton Washburn	<ul style="list-style-type: none"> • City of Presque Isle, City Manager • Town of Mapleton, Town Manager • Town of Washburn, Town Manager • Presque Isle City Council • Presque Isle Airport Advisory Committee • Presque Isle Planning Board • Mapleton Select Board • Washburn Town Council • District 2 Aroostook County Commissioner • Northern Maine Development Commission 	<ul style="list-style-type: none"> a. Airport news posted: https://www.flypresqueisle.com/ b. Community Events c. Community Meetings d. Annual Young Eagles event e. Annual Flight Camp f. Media Outreach g. Publish in Star Herald newspaper h. Public Hearings (as needed) i. Social Media Postings j. Upcoming Project Opportunity Notifications

⁵ 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.

<p>ii. Minority Population in the following Communities: Presque Isle Mapleton Washburn</p>	<ul style="list-style-type: none"> • City of Presque Isle, City Manager • Town of Mapleton, Town Manager • Town of Washburn, Town Manager • Presque Isle City Council • Presque Isle Airport Advisory Committee • Presque Isle Planning Board • Mapleton Select Board • Washburn Town Council • District 2 Aroostook County Commissioner • Northern Maine Development Commission 	<ul style="list-style-type: none"> a. Airport news posted: https://www.flypresqueisle.com/ b. Community Events c. Community Meetings d. Annual Young Eagles event e. Annual Flight Camp f. Media Outreach g. Publish in Star Herald newspaper h. Public Hearings (as needed) i. Social Media Postings j. Upcoming Project Opportunity Notifications
<p>iii. Limited English Proficiency Communities: Presque Isle Mapleton Washburn</p>	<ul style="list-style-type: none"> • City of Presque Isle, City Manager • Town of Mapleton, Town Manager • Town of Washburn, Town Manager • Presque Isle City Council • Presque Isle Airport Advisory Committee • Presque Isle Planning Board • Mapleton Select Board • Washburn Town Council • District 2 Aroostook County Commissioner • Northern Maine Development Commission 	<ul style="list-style-type: none"> a. Airport news posted: https://www.flypresqueisle.com/ b. Community Events c. Community Meetings d. Annual Young Eagles event e. Annual Flight Camp f. Media Outreach g. Publish in Star Herald newspaper h. Public Hearings (as needed) i. Social Media Postings j. Upcoming Project Opportunity Notifications

4. Effective Communication

The **City of Presque Isle / Presque Isle International Airport** 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 the **City of Presque Isle / Presque Isle International Airport'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

1. Airport Public Notices
2. Community Meetings
3. Customer Service (via phone, e-mail, in-person at the airport)
4. Local News Media Outreach
5. Media Outreach/Engagement (press releases, print, broadcast, and digital)
6. PQI Airport Website
7. PQI's Social Media Platforms
8. Outreach Events

6. Records

This section includes the procedures the **City of Presque Isle / Presque Isle International Airport** 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. Airport's Website: https://www.flypresqueisle.com/
2. At the Airport Management Office

Records will be kept for community input. The records will document how the **City of Presque Isle / Presque Isle International Airport** 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. Airport's Website: <https://www.flypresqueisle.com/>
2. At the Airport Management Office

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.⁶ Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1. Participants at workshops, pre-bid meetings, and other public meetings will be asked to complete an anonymous survey that includes demographic information.
2. Employees are asked to submit voluntary confidential demographic information at the time of hiring.
3. Businesses that submit bids or offers will be asked to complete an anonymous survey that includes demographic information.
4. The Airport will conduct biannual surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey will include a voluntary request for demographic information.
5. Participants at workshops, pre-bid meetings and other public meetings will be asked to complete an anonymous survey that includes demographic information.

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),⁷ the City of Presque Isle / Presque Isle International Airport will create a CPP Report for that current 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 during that FY,
2. The results of those efforts for that FY, and
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

⁶ 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.

⁷ 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.

The CPP Report will be included with the **City of Presque Isle / Presque Isle International Airport's** Title VI Plan. If no current Title VI Plan exists, the CPP Report will be added to its Title VI Assessment for each grant.

Appendix 1

Complete only if required by Section 3

Title VI regulation require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the **City of Presque Isle / Presque Isle International Airport** will be able to identify, understand, and engage with communities. In doing so, the **City of Presque Isle / Presque Isle International Airport** needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by the **City of Presque Isle / Presque Isle International Airport's** program.

Low-income, minority, LEP, and ethnically diverse populations that could potentially bear high and adverse impacts from a future proposed Airport project(s) have been identified, assessed, and detailed within the Presque Isle International Airport's Title VI Plan.

Appendix 2

Complete only if required by Section 4

In creating a Language Assistance Plan, the **City of Presque Isle / Presque Isle International Airport** will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In the Presque Isle International Airport's Title VI Plan Community Statistics section, languages spoken by LEP persons in Affected Communities were identified.