

Albert J. Ellis Airport Community Participation Plan (CPP)¹

1. Administration

The purpose of this Community Participation Plan (CPP) is to ensure that stakeholders or communities affected² by **Albert J. Ellis (OAJ)** 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 OAJ’s CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Sandra Janssen	Mgr. of Finance and Administration, Title VI Coordinator
2 Mitch Sprunger	Airport Director

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

Website⁴, In-person, and Other Communication Methods
1 flyOAJ.com
2 Official reports, documents, and outreach materials
3 Postings around the airport
4 In-person, direct requests to the airport, email, letters etc.

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

OAJ also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

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.

⁴ flyOAJ.com

Website⁵, In-person, and Other Distribution Methods

1. www.flyOAJ.com – relevant documents include references to the plan with information that the plan is available on our website
 2. In-person at 264 Albert Ellis Airport Road, Richlands, NC 28574
 3. Upon request: US postal mail, or via email thru website contact
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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).

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

Planning Processes

1. Airport Master Plan Update
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OAJ seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Request for input via email thru airport and or county website	#1
B. Community Meeting	#1
C. Onslow County Board of Commissioner meeting	#1
D. Airport Commission meeting	#1

⁵ <https://flyoaj.com/>

3. Identification of and Focused Outreach to Affected Communities

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

The specific steps OAJ will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,⁶ are provided below.

⁶ “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.) ⁷	Focused Outreach Steps
i. Onslow County	Community groups, business groups and schools	<ul style="list-style-type: none"> a. Regularly updates to the Airport Commission b. All capital projects are presented to Onslow County Board of Commissioners which meets twice a month and includes public comments and outreach. c. Attend/sponsor events as appropriate d. County and Airport websites, appropriate newspaper ads and targeted social media
ii. Pender County	Community groups, business groups and schools	<ul style="list-style-type: none"> a. Regularly updates to the Airport Commission b. All capital projects are presented to Onslow County Board of Commissioners which meets twice a month and includes public comments and outreach. c. Attend/sponsor events as appropriate d. County and Airport websites, appropriate newspaper ads and targeted social media
iii. Jones County	Community groups, business groups and schools	<ul style="list-style-type: none"> a. Regularly updates to the Airport Commission b. All capital projects are presented to Onslow County Board of Commissioners which meets twice a month and includes public comments and outreach. c. Attend/sponsor events as appropriate d. County and Airport websites, appropriate newspaper ads and targeted social media
iv. Duplin County	Community groups, business groups and schools	<ul style="list-style-type: none"> a. Regularly updates to the Airport Commission b. All capital projects are presented to Onslow County Board of Commissioners which meets twice a month and includes public comments and outreach. c. Attend/sponsor events as appropriate d. County and Airport websites, appropriate newspaper ads and targeted social media

⁷ 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.

4. Effective Communication

OAJ 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 OAJ'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 Website - <https://flyoaj.com/>
 2. Social media
 3. Public/community meeting(s)
 4. Community event(s)
 5. Newspaper ads
 6. Press release(s)
 7. Handouts/flyers
 8. Airport contacts (phone number, email)
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6. Records

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

Website⁸, In-person, and Other Storage Methods

1. Public Meeting Summary reports
 2. Available by request, in person, via email or phone
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⁸ <https://flyoaj.com/>

Records will be kept for community input. The records will document how OAJ 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:

Website⁹, In-person, and Other Storage Methods

1. Digital project 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.¹⁰ Demographic information will be requested by the following methods:

Demographic Information Collection Methods

1. Voluntary disclosure on sign in sheets, as appropriate
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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),¹¹ OAJ 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 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.

The CPP Reports will be included with OAJ's Title VI Plan.

¹⁰ 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.

¹¹ 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.