



*Cape Cod Gateway Airport*

*Triennial*

*Community Participation Plan  
(CPP)*

*FY 2025-2027*

# Airport Sponsor Community Participation Plan<sup>1</sup>

## 1. Administration

The purpose of this Community Participation Plan (CPP) is to ensure that stakeholders or communities affected<sup>2</sup> by the Cape Cod Gateway 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.<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 Cape Cod Gateway Airport CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
<b>1 Katie Servis</b>	Airport Manager Airport Administration Office, oversight of all Airport activities.
<b>2 Matt Elia</b>	Assistant Airport Manager Airport Administration Office, oversight of all Airport activities.

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

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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.

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

**1 Airport's Website: <https://flyhya.com/airport-info/about-the-airport/>**

**2 Airport Commission Meetings**

In addition, the Cape Cod Gateway Airport will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with the Cape Cod Gateway Airport and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice Section 15 of the Cape Cod Gateway Airport's Title VI Plan.

The Cape Cod Gateway Airport 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**

**1 On the Airport's Website - <https://flyhya.com/airport-info/civilrights/>**

**2 In-person if requested from the Airport Administration Offices located at 480 Banstable Road, 2<sup>nd</sup> Floor, Terminal Building, Hyannis, MA 02601**

## **2. Goals and Objectives**

This CPP applies to all airport planning and decision-making efforts, whether directly supported by Federal assistance or not. 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 Cape Cod Gateway Airport's planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

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

<sup>5</sup> [If adding a website, include the relevant webpage location address]

### **Planning Processes**

1. Design, Permitting & Construct Emergency Backup Generator for fuel farm & replace Circa 1997 Mo-Gas and Diesel Fuel Con-Vault, Gas Boy & Alarm, Repave Driveway F after construction.
2. SRE Equipment Storage Facility floor drain repair-
3. Design, Permitting & Construct Jet-A 20,000 gallon tank and repainting the three existing tanks
4. Design & Construct Aircraft Hardstands for Terminal Apron / ACDBE Plan Update
5. Upgrade Tower HVAC Systems (BIL Funding FY2022/FY2023 + Entitlement)
6. RW 15-33 Aeronautical Study / Airspace Analysis (for Future Reconstruction)
7. Terminal Building HVAC Replacement
8. Permitting for Reconstruct RW15-33 (Town Review, MEPA NPC, CCC Addl Review)
9. Design & Construct Terminal Bldg. Seasonal Structure (BIL FY2024/2025/Entitlement)
10. Design & Reconstruct RW15-33 / DBE Program Update
11. Permitting for Taxiway 'D' & RW15 Extension (NOI/OOC, CCC Review, MEPA NPC)

The Cape Cod Gateway Airport seeks public input for the above processes through the following methods:

The Town of Barnstable has a very robust communications system. All upcoming planning or construction projects at the airport will be handled through their chain of communication which includes over 90 entities on their distribution list. Generally, all notifications are communicated by multiple methods.

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
<b>A. Press Release in Local Papers</b>	#1-11
<b>B. Information on Website</b>	#1-11
<b>C. Town Local access TV channel 18</b>	#1-11
<b>D. Town Newsletters</b>	#1-11
<b>E. Social Media (Facebook and Instagram,)</b>	#1-11
<b>F. Public Meetings (including Airport Commission Meetings, specific project meetings and any other community meetings as necessary),</b>	#1-11
<b>G. Notification to Schools for dissemination to families via the Town of Barnstable’s Communications Director</b>	#1-11
<b>H. Local talk radio shows</b>	#1-11
<b>I. Other print media</b>	

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

See Community Statistics section of the Cape Cod Gateway Airport’s Title VI Plan, for detailed discussion of Affected Communities.

The specific steps the Cape Cod Gateway Airport 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.

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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.

<b>Affected Community</b>	<b>Key Community Reps. (CBOs, unions, leaders, etc.)<sup>7</sup></b>	<b>Focused Outreach Steps</b>
<b>i. County of Barnstable</b>	Cape Cod Commission, Cape Cod Chamber of Commerce	a. Communications with members of chamber / commission b. Radio outreach: News Radio 95WXTK c. News Outlets: Cape Cod Daily News
<b>ii. Town of Barnstable</b>	Town Communications Director	a. The Town's Communications Director ensures that all Press releases from the airport are distributed townwide, though a multitude of sources, including press, social media, chambers and commissions, local interest groups and through the schools to parents in the community.
<b>iii. Town of Yarmouth</b>	Yarmouth Chamber of Commerce	a. Communications with Chamber representatives to share in their meetings b. News outlets: The Yarmouth Register & The Patch Yarmouth

<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.

## **4. Effective Communication**

The Cape Cod Gateway 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 Cape Cod Gateway 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 Website- <https://flyhya.com/airport-info/civilrights/>**

**2 Social Media – Facebook and Instagram**

## **6. Records**

This section includes the procedures the Cape Cod Gateway Airport will follow to document our 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**

**1 A record of outreach procedures for each major project will be kept at the Airport**

**2**

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

Records will be kept for community input. The records will document how the Cape Cod Gateway 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<sup>9</sup>, In-person, and Other Storage Methods**

**1 A record of community input will be kept at the Airport, including notes from public meetings.**

**2**

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:

### **Demographic Information Collection Methods**

**1 Voluntary disclosure by attendees via information cards at meetings or on forms.**

**2**

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>** the Cape Cod Gateway Airport 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.

<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.

<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.



The CPP Reports will be included with the Cape Cod Gateway Airport'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.

## **Appendix 1**

**Complete only if required by Section 3<sup>12</sup>**

**NOT REQUIRED see Title VI Plan**

## **Appendix 2**

**Complete only if required by Section 4<sup>13</sup>**

**NOT REQUIRED see Title VI Plan**

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<sup>12</sup> *[In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].*

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