



Monterey Peninsula Airport District Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by Monterey Regional Airport (MRY) (owned and operated by Monterey Peninsula Airport District) 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 Monterey Regional Airport CPP are:

Responsible Official	Title, Office, and Responsibilities
1 Chris Morello	Deputy Executive Director of Planning and Marketing – Oversees the FAA’s Office of Civil Rights Requirements
2 Whitney Robare	Deputy Executive Director of Operations and Maintenance

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

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.

Website⁴, In-person, and Other Communication Methods

1 <https://montereyairport.specialdistrict.org>

2 Official reports, documents, outreach materials, and/or legal advertisements in the Monterey Herald

3. In person, Direct requests to the Airport, email, letters, social and media outlets, etc.

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

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

Website⁵, In-person, and Other Distribution Methods

1 <https://montereyairport.specialdistrict.org/title-vi-policy>

2 In person at 200 Fred Kane Drive, Suite 200, Monterey CA 93940

3. Upon Request: US Postal mail or via email planning@montereyairport.com

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 board meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

Monterey Regional Airport's planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

1. Airfield Safety Enhancement Program for Taxiway A Relocation and Relocation of the Passenger Terminal and Other Facilities

Monterey Regional Airport seeks public input for the above processes through the following methods:

Public Input Methods

Planning Process(es) that use each Method

A. Monthly Board of Director meetings https://montereyairport.specialdistrict.org/board-of-directors	#1
B. Request for input via email planning@montereyairport.com	#1
C. Airport District website https://www.montereyairport.com/transform	#1
D. Social media platforms (Facebook, Instagram, X, LinkedIn etc.)	#1

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of Monterey Regional Airport's Title VI Plan, for detailed discussion of Affected Communities

The specific steps MRY 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.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.) ⁶	Focused Outreach Steps
<p>i. Airport District Boundary Division 1 Cities of Sand City and Seaside,</p> <p>Division 2 City of Del Rey Oaks, Portions of City of Monterey and Unincorporated Monterey County,</p> <p>Division 3 Portions of Cities of Monterey and Pacific Grove,</p> <p>Division 4 Portions of City of Pacific Grove and</p> <p>Division 5 Cities of Carmel By the Sea and Pebble Beach, Portions of Unincorporated Monterey County</p>	<p>Business groups, neighborhood associations, City Councils</p>	<p>a. Engage in educational programs and activities b. Attend sponsor events, as appropriate c. All capital projects are presented to the Board of Directors with all agenda materials posted on the District website</p>
<p>ii. Monterey County</p>	<p>Community groups, Chamber of Commerce's, focus business groups</p>	<p>a. Engage in educational programs and activities b. Attend sponsor events, as appropriate c. Regularly engage with various Chamber of Commerce and Business Development Center to attend and sponsor events or meetings</p>

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

4. Effective Communication

Monterey Regional 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 MRY'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 <https://montereyairport.specialdistrict.org>

2 <https://www.montereyairport.com>

3. Airport Social Media Channels (i.e. Facebook, X, Instagram, LinkedIn)

4. Monterey Herald Legal Postings

5. Airport Terminal bulletin board postings

6. Records

This section includes the procedures MRY 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 Monterey Regional Airport Administration Office, 200 Fred Kane Drive, Suite 200, Monterey CA

Records are kept for community input. The records will document how MRY justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

⁵ 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.

Website, In-person, and Other Storage Methods

1 Monterey Regional Airport Administration Office, 200 Fred Kane Drive, Suite 200, Monterey CA

2 <https://montereyairport.specialdistrict.org>

Meeting recordings are kept on the District website. All other records are stored in the Administration 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.⁵

Request for information can be made in writing by completing an online form located at: <https://montereyairport.specialdistrict.org/contact-us>

Demographic information will be sought by the following methods:

Demographic Information Collection Methods

1 Census Bureau Information

2 Voluntary disclosure via comment survey

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 federal fiscal year (FFY), Monterey Regional Airport will create a CPP Report for the completed FFY. 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 FFY,
2. The results of those efforts for that FFY, 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 MRY's Title VI Plan which are updated every 3 years, thus the CPP Reports will be added to its Title VI Plan.