

**St. Pete-Clearwater International Airport (PIE)
Pinellas County, Florida
Airport Sponsor Community Participation Plan (CPP)¹**

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **Pinellas County, Florida** 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 **Pinellas County, Florida** CPP are:

| Responsible Official | Title, Office, and Responsibilities |
|-----------------------------|---|
| <i>1 Thomas R. Jewsbury</i> | <i>Airport Executive Director, ensures that the CPP is amended when needed and submitted when necessary.</i> |
| <i>2 Yvette M. Ahle</i> | <i>Deputy Director for Finance & Administration, responsible for overseeing Pinellas County’s compliance with Title VI and the CPP.</i> |

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

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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 Website: www.fly2pie.com

2 In-person: PIE's Administrative Offices at 14700 Terminal Blvd., Suite 221, Clearwater, FL 33762

3 Telephone: 727-453-7800

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

Pinellas County, Florida 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 Website: www.fly2pie.com

2 In-person: PIE's Administrative Offices at 14700 Terminal Blvd., Suite 221, Clearwater, FL 33762

3 Freedom of Information Act (FOIA) Request: Telephone 727-453-7800

4 Pinellas County Purchasing Website:

<https://procurement.opengov.com/portal/pinellasfl?sta> (OpenGov software that advertises all County project procurements.)

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., Pinellas Board of County Commissioners' [BCC] meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

Pinellas County, Florida's planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

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⁴ Use the drop-down menu under FAA Documents on the website's home page.

⁵ Use the drop-down menu under FAA Documents on the website's home page.

Planning Processes

- | |
|---|
| <i>1. Airport Terminal Expansion Project – Design Only</i> |
| <i>2. New Airport Taxiway “N” – Runway Incursion Mitigation Project</i> |
| <i>3. New Airport Parking Garage – Design Only</i> |
| |
| |

Pinellas County, Florida seeks public input for the above processes through the following methods:

| Public Input Methods | Planning Process(es) that use each Method |
|--|--|
| <i>A. Board of County Commissioners meetings to provide comments</i> | # 1, 2, 3 |
| <i>B. Board of County Commissioners workshops to ask questions and provide comments</i> | # 1, 2, 3 |
| <i>C. Pinellas County Purchasing pre-bid meetings to ask questions about the project</i> | # 1, 2, 3 |

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of **Pinellas County, Florida’s** Title VI Plan, for detailed discussion of Affected Communities in Section 6.

The specific steps **Pinellas County, Florida** 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.

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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. Feather Sound | Contact the Feather Sound Community Services District (7 volunteers appointed by Pinellas County BCC) | a. Flyers installed at the Feather Sound Country Club b. Advertisements in the Feather Sound News c. |
| ii. High Point | Unknown – it is an unincorporated community | a. Flyers installed at the High Point Neighborhood Family Center b. Advertisement/project description sent to the High Point Community website administered by Pinellas County c. |
| iii. Safety Harbor | City Clerk and City Commission's Diversity Committee | a. Advertisement/project description sent to the City Clerk for inclusion on the City of Safety Harbor's website b. Flyers installed at the Safety Harbor Community Center c. |

4. Effective Communication

Pinellas County, Florida 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 **Pinellas County, Florida's** Title VI Plan under Section 6, Community Statistics.

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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.

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: www.fly2pie.com

2 Flyers

3 Pinellas County Purchasing website

6. Records

This section includes the procedures **Pinellas County, Florida** 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 Airport website: www.fly2pie.com

2 Airport Administration Office Title VI files

Records will be kept for community input. The records will document how **Pinellas County, Florida** 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 Airport website: www.fly2pie.com

2 Airport Administration Office Title VI files

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability,

⁸ Use the drop-down menu under FAA Documents on the website's home page.

⁹ Use the drop-down menu under FAA Documents on the website's home page.

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 used for Airport public meetings

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 Pinellas County, Florida 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.

The CPP Reports will be included with **Pinellas County, Florida's** Title VI Plan. Because the Title VI Plan is updated every 3 years, the CPP Reports for the prior 3 years will be attached to the Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

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.

Appendix 1

Complete only if required by Section 3¹²

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

Consult with PIE's Title VI plan for information about the Affected Communities and their demographics.

NOTE: PIE'S TITLE VI PLAN WAS SUBMITTED TO THE FAA ON NOVEMBER 8, 2023. AS OF THE SUBMISSION OF THIS CPP, NO COMMENTS HAVE BEEN RECEIVED FROM THE FAA.

¹² 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.

Appendix 2

Complete only if required by Section 4¹³

In creating a Language Assistance Plan, the **Pinellas County, Florida** will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

Consult with PIE's Title VI plan for information about the Affected Communities and the ways that Pinellas County, Florida will communicate to LEP persons.

NOTE: PIE'S TITLE VI PLAN WAS SUBMITTED TO THE FAA ON NOVEMBER 8, 2023. AS OF THE SUBMISSION OF THIS CPP, NO COMMENTS HAVE BEEN RECEIVED FROM THE FAA.

¹³ *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.*

