

Key West International Airport (EYW) Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by **Monroe County** projects or operations can be informed, 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 CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to Limited English Proficiency (LEP) individuals.

The individuals primarily responsible for implementing the **Monroe County** CPP are:

Responsible Official	Title, Office, and Responsibilities
1. Beth Leto	Airport Deputy Director

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

Website, In-person, and Other Communication Methods

1. Airport Websites: [Key West Airport Website](#), [Monroe County Clerk’s Website](#) and [Monroe County Florida’s Official Website](#)
2. In-person with Airport Desk Staff

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

Monroe County 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.

Website, In-person, and Other Distribution Methods

1 Airport Website: <https://eyw.com/>

2 In-person with Airport Desk Staff

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, and not limited to meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

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

Planning Processes

1. General Planning

2. Small Concessions Planning

3. Large Concessions Planning

4. NEPA Planning

5. Master Plan Updates

Monroe County seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Staff meetings and announcements providing current information	#1-3
B. Public or sub-committee meetings to review alternatives	#1,4,5

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of the Key West International Airport Title VI Plan, for detailed discussion of Affected Communities.

The specific steps **Monroe County** 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	Community Reps.	Focused Outreach Steps
i. Key West	County Commissioner Craig Cates, District 1; Mayor Pro Tem James Scholl, District 3	<p>The email link to reach Mr. Cates in District 1 is: boccdis1@monroecounty-fl.gov</p> <p>The email link to reach Mr. Scholl in District 3 is: boccdis3@monroecounty-fl.gov</p> <p>Keys News: https://www.keysnews.com/</p> <p>Keys Weekly: https://keysweekly.com/</p> <p>Big Pine News</p> <p>Airport's website: https://eyw.com/public-notices</p> <p>Facebook: https://www.facebook.com/KWIAEYW/</p> <p>X: https://x.com/EYW_KWIA</p> <p>Instagram: https://www.instagram.com/eywairport/</p> <p>County's website: https://www.monroecounty-fl.gov/</p> <p>Facebook: https://www.facebook.com/MonroeCountyBOCC/</p> <p>X: https://x.com/monroecounty</p>
ii. Key Haven and Dredgers Keys	County Commissioner Craig Cates, District 1 (for Key Haven); Mayor Pro Tem James Scholl, District 3 (for Dredgers Keys)	<p>The email link to reach Mr. Cates in District 1 is: boccdis1@monroecounty-fl.gov</p> <p>The email link to reach Mr. Scholl in District 3 is: boccdis3@monroecounty-fl.gov</p> <p>Keys News: https://www.keysnews.com/</p> <p>Keys Weekly: https://keysweekly.com/</p> <p>Big Pine News</p> <p>Airport's website: https://eyw.com/public-notices</p> <p>Facebook: https://www.facebook.com/KWIAEYW/</p> <p>X: https://x.com/EYW_KWIA and</p> <p>Instagram: https://www.instagram.com/eywairport/</p> <p>County's website: https://www.monroecounty-fl.gov/</p> <p>Facebook: https://www.facebook.com/MonroeCountyBOCC/</p> <p>X: https://x.com/monroecounty</p>

<p>ii. Big Coppitt Key</p>	<p>Commissioner Michelle Lincoln District 2</p>	<p>The email link to reach Ms. Lincoln in District 1 is boccdis2@monroecounty-fl.gov Keys News: https://www.keysnews.com/ Keys Weekly: https://keysweekly.com/ Big Pine News Airport’s website: https://eyw.com/public-notices Facebook: https://www.facebook.com/KWIAEYW/ X: https://x.com/EYW_KWIA and Instagram: https://www.instagram.com/eywairport/</p> <p>County’s website: https://www.monroecounty-fl.gov/ Facebook: https://www.facebook.com/MonroeCountyBOCC/ X: https://x.com/monroecounty</p>
<p>iv. Stock Island</p>	<p>County Commissioner Craig Cates, District 1;</p>	<p>The email link to reach Mr. Cates in District 1 is: boccdis1@monroecounty-fl.gov Keys News: https://www.keysnews.com/ Keys Weekly: https://keysweekly.com/ Big Pine News Airport’s website: https://eyw.com/public-notices Facebook: https://www.facebook.com/KWIAEYW/ X: https://x.com/EYW_KWIA Instagram: https://www.instagram.com/eywairport/</p> <p>County’s website: https://www.monroecounty-fl.gov/ Facebook: https://www.facebook.com/MonroeCountyBOCC/ X: https://x.com/monroecounty</p>

4. Effective Communication

Monroe County 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 LEP section of **Monroe County's** Title VI Plan.

5. Communication Platforms

Diverse communication platforms will be utilized to effectively reach the broadest audience. **Monroe County** will use the following platforms to communicate project details, its nondiscrimination obligations, and points of contact for the public to share project or operational feedback with its office and the FAA.

Social Media, Monitors, and Other Communication Platforms

- 1. Airport Website: <https://eyw.com/> and Social Media**
- 2. Link to Airport Plans and Documentation: [Monroe County Clerk's Website](#) and [Monroe County Florida's Official Website](#)**
- 3. Local Newspapers such as <https://www.keysnews.com/>, <https://keysweekly.com/>, and <https://newsbarometer.com/>**

6. Records

This section includes the procedures **Monroe County** 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. Link to Airport Plans and Documentation: [Monroe County Clerk's Website](#) and [Monroe County Florida's Official Website](#)**
- 2. Specific Project Documentation**
- 3. Internal Storage Methods**

Records will be kept for community input. The records will document how **Monroe County** 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. Link to Airport Plans and Documentation: [Monroe County Clerk's Website](#) and [Monroe County Florida's Official Website](#)**
- 2. Specific Project Documentation**
- 3. Internal Storage Methods**

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 Demographic information will be requested by the following methods:

Demographic Information Collection Methods

- 1. Voluntary disclosure by attendees and registration process**
- 2. Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application through the job application website.**
- 3. Every three (3) years, the airport administration will send an email to all board members asking them to voluntarily and anonymously enter demographic information through an online 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 thirty (30) days of the end of each federal fiscal year (FY),⁶ Monroe County will create a CPP Report for the completed federal fiscal year (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**
- 3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process**

The CPP Reports will then be included with the **Title VI Plan**.

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.

⁶ 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

Key West International Airport (EYW) Title VI Plan enclosed.