

Ogdensburg International Airport (OGS) Community Participation Plan (CPP)¹

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected² by the **Ogdensburg Bridge and Port Authority** for Ogdensburg International Airport 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 CPP are:

Responsible Official	Title, Office, and Responsibilities
1. <i>Steve Lawrence</i>	Executive Director
2. <i>Anthony Adamczyk</i>	Director of Economic Development
3. <i>Charlie Garrelts</i>	Airport Manager

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

Website, In-person, and Other Communication Methods

- 1. Airport Websites:** [Ogdensburg International Airport Website](#)
- 2. In-person with Airport Staff**

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

Ogdensburg Bridge and Port Authority will also make 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: [Ogdensburg International Airport Website](#)**
 - 2. In-person with Airport Desk Staff**
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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, and not limited to meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

Ogdensburg Bridge and Port Authority’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes

- 1. General Planning**
 - 2. Kiosk Concessions Planning**
 - 3. NEPA Planning**
 - 4. Master Plan Updates**
 - 5. Ogdensburg Bridge and Port Authority Board Meetings**
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Ogdensburg Bridge and Port Authority 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	#4-5
C. Receipt of letters of communication	#1-5
D. Speak to Ogdensburg Bridge and Port Authority Board	#5

3. Identification of and Focused Outreach to Affected Communities

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

The specific steps **Ogdensburg Bridge and Port Authority** 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	Community Reps.	Focused Outreach Steps
i. Ogdensburg	City Council	a. Advertisements b. Announcements c. Media or Print Materials
ii. Morristown	Town Supervisor	a. Advertisements b. Announcements c. Media or Print Materials
iii. Claverack-Red Mills	Town Board	a. Advertisements b. Announcements c. Media or Print Materials
iv. Lisbon	Town Board	a. Advertisements b. Announcements c. Media or Print Materials
v. Heuvelton	Village Board	a. Advertisements b. Announcements c. Media or Print Materials
vi. Oswegatchie	Town Board	a. Advertisements b. Announcements c. Media or Print Materials

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.

4. Effective Communication

Ogdensburg Bridge and Port Authority 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 **Ogdensburg International Airport's Title VI Plan**.

5. Communication Platforms

Diverse communication platforms will be utilized to effectively reach the broadest audience. **Ogdensburg Bridge and Port Authority** 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:** [Ogdensburg International Airport Website](#) and [Social Media \(LinkedIn\)](#)
- 2. Airport Plans and Documentation:** Posted during Formal Public Comment Periods on [Ogdensburg Bridge and Port Authority Website](#)
- 3. Local Media Outlets** such as [North Country Now](#), [NNY 360](#), and [North Country Public Radio](#)
- 4. Telephone Inquiries to Ogdensburg Bridge and Port Authority:** (315) 393-4080
- 5. Email Inquiries to Ogdensburg Bridge and Port Authority:** obpa@ogdensport.com

6. Records

This section includes the procedures **Ogdensburg Bridge and Port Authority** 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. Airport plans and documentation:** Posted on [Ogdensburg Bridge and Port Authority Website](#) during formal public comment periods
- 2. Project documentation specific to funding and project requirements**
- 3. Ogdensburg Bridge & Port Authority standard internal storage protocols**
- 4. Ogdensburg Bridge & Port Authority Board Meeting records consistent with standard protocols**

Records will be kept for community input. The records will document how **Ogdensburg Bridge and Port Authority** 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. Airport Plans and Documentation: Correspondence is included in board meeting packages posted on the [Ogdensburg International Airport Website](#)**
- 2. Project documentation specific to funding and project requirements**
- 3. Ogdensburg Bridge & Port Authority standard internal storage protocols**
- 4. Ogdensburg Bridge & Port Authority Board Meeting records consistent with standard protocols**

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.**
- 3. Every three years, the Ogdensburg Bridge & Port Authority will collect workforce demographic information via 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 Ogdensburg Bridge and Port Authority 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

Title VI Plan enclosed.