



## Gallatin Airport Authority Community Participation Plan (CPP)

### 1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected<sup>1</sup> by Gallatin Airport Authority (GAA) 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>2</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 GAA CPP are:

Responsible Official	Title, Office, and Responsibilities
<b>1 Aaron Collins</b>	Chief Commercial Officer
<b>2 Rachel Peavyhouse</b>	Director of Human Resources, Training and Development

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

#### **Website<sup>3</sup>, In-person, and Other Communication Methods**

<b>1. bozemanairport.com (website)</b>
<b>2. Official reports, documents and outreach materials</b>
<b>3 In-person, direct request to the Airport, emails, letters etc.</b>

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

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<sup>1</sup> Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

<sup>2</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.

<sup>3</sup> [If adding a website, include the relevant webpage location address]

GAA will also make this CPP available through the following methods when engaging members of the public concerning planning efforts:

#### **Website, In-person, and Other Distribution Methods**

<b>1 Bozemanairport.com</b>
<b>2 In person at 850 Gallatin Field Road, Suite 6 Belgrade, MT 59714</b>
<b>3 In person upon request U.S.P.S. e-mail aaron.collins@bozemanairport.com, rachel.peavyhouse@bozemanairport.com</b>

## **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, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

GAA planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

#### **Planning Processes**

<b>1. Northside development -Environmental Assessment</b>
<b>2. RWY 11/29 Improvements - Environmental Assessment</b>
<b>3. Terminal A Remodel</b>
<b>4. Major or minor changes to the Airport Master Plan</b>

GAA seeks public input for the above processes through the following methods:

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
<b>A. FAA Environmental Assessment Process</b>	# 1, #2
<b>B. Monthly GAA Board Meetings</b>	# 1, #2, #3, #4
<b>C. Belgrade Chamber of Commerce</b>	# 1, #2, #4
<b>D. Bozeman Chamber of Commerce</b>	# 1, #2, #4
<b>E. Presentations to Various Civic Groups</b>	#1, #2, #3, #4
<b>F. Airport Website &amp; Facebook Page</b>	# 1, #2, #3, #4
<b>G. Bozeman Chronicle</b>	# 1, #2

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

See Community Statistics section of GAA's Title VI Plan, for detailed discussion of Affected Communities.

The specific steps GAA will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>4</sup> are provided below.

<b>Affected Community</b>	<b>Key Community Reps. (CBOs, unions, leaders, etc.)<sup>5</sup></b>	<b>Focused Outreach Steps</b>
<b>i. Belgrade</b>	City Manager Chamber of Commerce, County Commissioners business and community groups	a. Regular monthly updates at Airport Board meetings which including public comment b. Regular meetings with City Manager c. Regular attendance at Chamber meetings c. Ad hoc presentations to business groups d. Engagement in educational programs and activities e. Regular updates with County Commissioners
<b>ii. Bozeman</b>	City Manager Chamber of Commerce, business and community groups	a. Regular monthly updates at Airport Board meeting which including public comment b. Regular meeting with City Manager c. Regular attendance at Chamber meetings c. Ad hoc presentations to business groups d. Engagement in educational programs and activities e. Regular updates with County Commissioners

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<sup>4</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.

<sup>5</sup> Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. There 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**

GAA 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 GAA'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**

<b>1 bozemanairport.com</b>
<b>2 Bozeman Airport Facebook Page</b>
<b>3 Bozeman Chronical</b>
<b>4 Signage around facility</b>

## **6. Records**

This section includes the procedures GAA 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>6</sup>, In-person, and Other Storage Methods**

<b>Administrative Office, Gallatin Airport Authority 850 Gallatin Field Road, Suite 6 Belgrade, MT 59714</b>
<b>Gallatin Airport Authority computer servers</b>

Records will be kept for community input. The records will document how GAA 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:

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<sup>6</sup> [If adding a website, include the relevant webpage location address]

### **Website<sup>7</sup>, In-person, and Other Storage Methods**

**Administrative Office, Gallatin Airport Authority 850 Gallatin Field Road, Suite 6  
Belgrade, MT 59714**

**Gallatin Airport Authority computer servers**

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>8</sup> Demographic information will be requested by the following methods:

### **Demographic Information Collection Methods**

**1 US Census Bureau Information**

**2 American Community Survey**

**3 Voluntary disclosures on sign-in sheets**

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>9</sup> GAA 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 that FY
2. The results of those efforts for the completed that FY
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 GAA's Title VI Plan which is updated every 3 years, thus the CPP Reports for the prior 3 years will be added to the Title VI Plan.

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<sup>7</sup> *[If adding a website, include the relevant webpage location address]*

<sup>8</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>9</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.