



# **Destin-Fort Walton Beach Airport**

## **Destin-Fort Walton Beach Airport Community Participation Plan**

# Destin-Fort Walton Beach Airport Community Participation Plan (CPP)<sup>1</sup>

## 1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected<sup>2</sup> by **Okaloosa County Airports Department (OCAD or the Department)** 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>3</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 **OCAD CPP** are:

| Responsible Official        | Title, Office, and Responsibilities |
|-----------------------------|-------------------------------------|
| 1. Tracy Stage, A.A.E.      | Airports Director                   |
| 2. Allyson Oury, CPA, ACE   | Airports Chief Financial Officer    |
| 3. Robert C. Rogers, PE, CM | Deputy Director                     |
|                             |                                     |

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

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

|   |
|---|
| 1. Website: <a href="https://flyvps.com/">https://flyvps.com/</a>   |
| 2. Social media sites:<br>Facebook: <a href="https://www.facebook.com/flyvps/">https://www.facebook.com/flyvps/</a><br>Instagram: <a href="https://www.instagram.com/flyvps/?hl=en">https://www.instagram.com/flyvps/?hl=en</a><br>X (Twitter): <a href="https://twitter.com/FlyVPS">https://twitter.com/FlyVPS</a> |
| 3. In Person Meetings, as appropriate   |

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

**OCAD** also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

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<sup>1</sup> 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>

<sup>2</sup> Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

<sup>3</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.

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

1. Website: <https://flyvps.com/>
2. Social media sites:  
Facebook: <https://www.facebook.com/flyvps/>  
Instagram: <https://www.instagram.com/flvyps/?hl=en>  
X (Twitter): <https://twitter.com/FlyVPS>

3. Upon in-person request
4. Upon request through [airportfinance@myokaloosa.com](mailto:airportfinance@myokaloosa.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 commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

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

### **Current Planning Processes**

1. Covered Walkways Ph 1
2. Parking & Movement Area MX
3. Baggage Claim Expansion
4. Replace Passenger Loading Bridges B1-B3 and A-3
5. East Parking Lot Expansion
6. Ready Return Lot Shade Structure (CONRAC)
7. Rehab Air Handlers 7 & 8 and Boilers
8. Fuel Farm Improvements

### **Anticipated Planning Processes FY25-29**

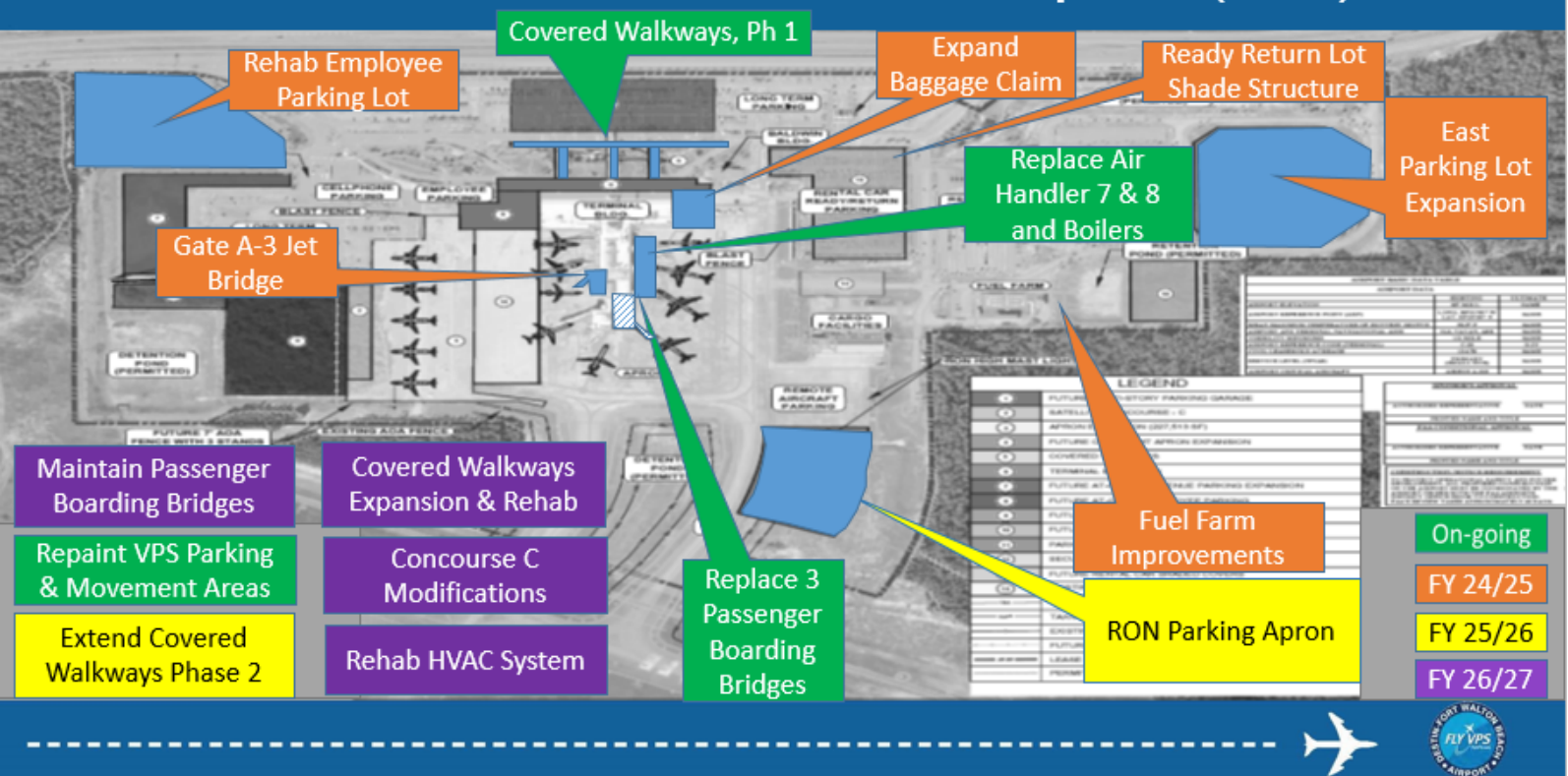
9. Rehab Employee Parking Lot
10. Covered Walkways, Ph 2
11. Rehab HVAC System
12. RON Apron Expansion
13. Concourse C Modifications
14. Passenger Loading Bridges Maintenance
15. Roof Maintenance/Replace

**OCAD** seeks public input for the above processes through the following methods:

### Planning Process(es) that use each Method

|  |                         |
|--|-------------------------|
| A. Public Meetings for the Terminal Layout Plan (TLP)  | #1, 3, 5, 6, 10, 12, 13 |
| B. Okaloosa County Public Participation – Public may attend any publicly noticed meeting of the Okaloosa County Board of County Commissioners or may contact Airport Administration at 850-651-7160 to schedule a meeting with management. | #1-15                   |
| C. Commends can be submitted by via email at <a href="mailto:airportfinance@mvokaloosa.com">airportfinance@mvokaloosa.com</a>  | #1-15                   |

# Destin-Fort Walton Beach Airport (VPS)





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

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. As part of this mandate, the Federal Aviation Administration (FAA) requires airports to develop and implement Title VI plans to ensure equitable treatment and accessibility for all individuals. However, the requirements for creating these plans may need to be adapted to suit the unique circumstances of each airport.

Destin-Fort Walton Beach Airport (VPS) presents a distinct case due to several factors that set it apart from other airports. Firstly, VPS is situated entirely within federally owned military property (Eglin Air Force Base). This unique geographical arrangement means that the public communities traditionally affected by airport operations are minimal, if not non-existent. Unlike most airports, where neighboring communities may experience significant noise or environmental impacts, VPS operates within a highly controlled military environment. Moreover, VPS operates under a Joint Use agreement with Eglin Air Force Base, sharing its runway and facilities. This arrangement further complicates the standard template for Title VI and Community Participation plans, as the airport's operations are intertwined with those of the military base.

In summary, Destin-Fort Walton Beach Airport's unique characteristics, including its location within military property and its joint-use agreement with Eglin Air Force Base, require a customized approach to developing its Title VI Plan and Community Participation Plan. While the overarching goal of promoting equitable access and nondiscrimination remains unchanged, adapting the plan to accommodate these distinct circumstances is essential to ensure compliance with FAA regulations while addressing the needs of all stakeholders involved. Due to the fact that VPS does not have directly affected public communities, the CPP will encompass not only the military community but also extend to include Okaloosa County as a whole. Involving Okaloosa County in the FAA's CPP requirement is essential for promoting community engagement, fostering collaboration, and ensuring that airport planning and development efforts align with the needs and priorities of the local community. By working together, we can create a more inclusive and sustainable aviation environment that benefits everyone involved.

The specific steps **OCAD** will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with Okaloosa County are provided below.

| <b>Community</b>          | <b>Key Community Reps.<br/>(CBOs, unions, leaders, etc.)<sup>4</sup></b> | <b>Focused Outreach Steps</b>   |
|---------------------------|--|---|
| <b>i. Okaloosa County</b> | Okaloosa County Board of County Commissioners                            | a. Regular communication with and oversight by Okaloosa County Board of County Commissioners (BCC)<br>b. BCC Approval required for all Airport contracts over \$100,000, meetings include published agendas and opportunities for public comment<br>c. Host Public Meetings in conjunction with Airport Master Planning Efforts |
| <b>ii. Eglin AFB</b>      | Military Leadership  | a. Host regular meetings with Eglin/USAF Leadership<br>b. Coordination with the Department of Defense Air Installation Compatible Use Zones (AICUZ) program<br>c. Local USAF officials review and approve aspects of each construction project occurring on the leasehold   |

## **4. Effective Communication**

**OCAD** 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 **OCAD's** Title VI Plan.

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<sup>4</sup> 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. **OCAD** 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. Website: <https://flyvps.com/>
2. Social media sites:  
Facebook: <https://www.facebook.com/flyvps/>  
Instagram: <https://www.instagram.com/flyvps/?hl=en>  
X (Twitter): <https://twitter.com/FlyVPS>

3. On-Site Signage and/or Brochures
4. Local Media Outlet (Print and Media)

## **6. Records**

This section includes the procedures **OCAD** 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. Website: <https://flyvps.com/>
2. Okaloosa County Board of County Commissioners IT Computer Servers
3. Designated OCAD Offices:  
**Okaloosa County Board of County Commissioners**  
Destin-Fort Walton Beach Airport Administration

Records will be kept for community input. The records will document how **OCAD** 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. Website: <https://flyvps.com/>
2. Okaloosa County Board of County Commissioners IT Computer Servers
3. Designated OCAD Offices:  
**Okaloosa County Board of County Commissioners**  
Destin-Fort Walton Beach Airport Administration

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>5</sup> Demographic information will be requested by the following methods:

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<sup>5</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.

## **Demographic Information Collection Methods**

1. Surveys
2. Voluntary disclosure by attendees on sign-in sheets
3. Event registration process, whenever applicable

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>6</sup> OCAD** 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 **OCAD's** Title VI Plan. If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

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<sup>6</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.

# Appendix 1

## Complete only if required by Section 3<sup>7</sup>

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, **OCAD** will be able to identify, understand, and engage with both its surrounding communities as well as the communities it serves. Further, community demographics provides information on those residents actually or potentially affected, benefited, or burdened by the operation of **Destin-Fort Walton Beach Airport (DFWBA or the Airport)**.

The **Airport** is unique that it is located on the Eglin Air Force Base while sharing the military runway for commercial use through a Joint Use Agreement (JUA). The **Airport** is surrounded by federally owned military property. Due to this fact, the public community that is impacted by the airport is relatively small. In the following table, there is a single community surrounding **Airport** identified. Also, below is the most recent Noise Contour map conducted by Eglin AFB (Figure 4-2 and 4-3). Further, there is a table that lists the population impacted by aircraft noise (Table 4-2). Hereafter, the communities listed below will be referred to collectively as “the Affected Communities.”

| Affected Communities <sup>8</sup>  | Population |
|------------------------------------|------------|
| <i>Valparaiso (zip code 32580)</i> | 3,928      |

Source: U.S. Census Bureau

The Airport’s surrounding communities are small in comparison to other markets. As previously indicated, due to the nature and overwhelming size of Eglin AFB (the world’s largest AFB), this causes our surrounding communities to be minimally impacted by airport operations, noise, projects and similar items.

**Table 4-2. Off-Base Land Area and Estimated Population Within Noise Zones  
for the 2018 AICUZ Noise Contours**

| Noise Zone (dB DNL) | Acres        | Population |
|---------------------|--------------|------------|
| 65 to 69            | 2,181        | 556        |
| 70 to 74            | 239          | 1          |
| 75 to 79            | 0            | 0          |
| 80 to 84            | 0            | 0          |
| 85+                 | 0            | 0          |
| <b>Total (65+)</b>  | <b>2,420</b> | <b>557</b> |

<sup>7</sup> [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].

<sup>8</sup> “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.

Figure 4-2. 2018 AICUZ Noise Contours with Gradient Shading

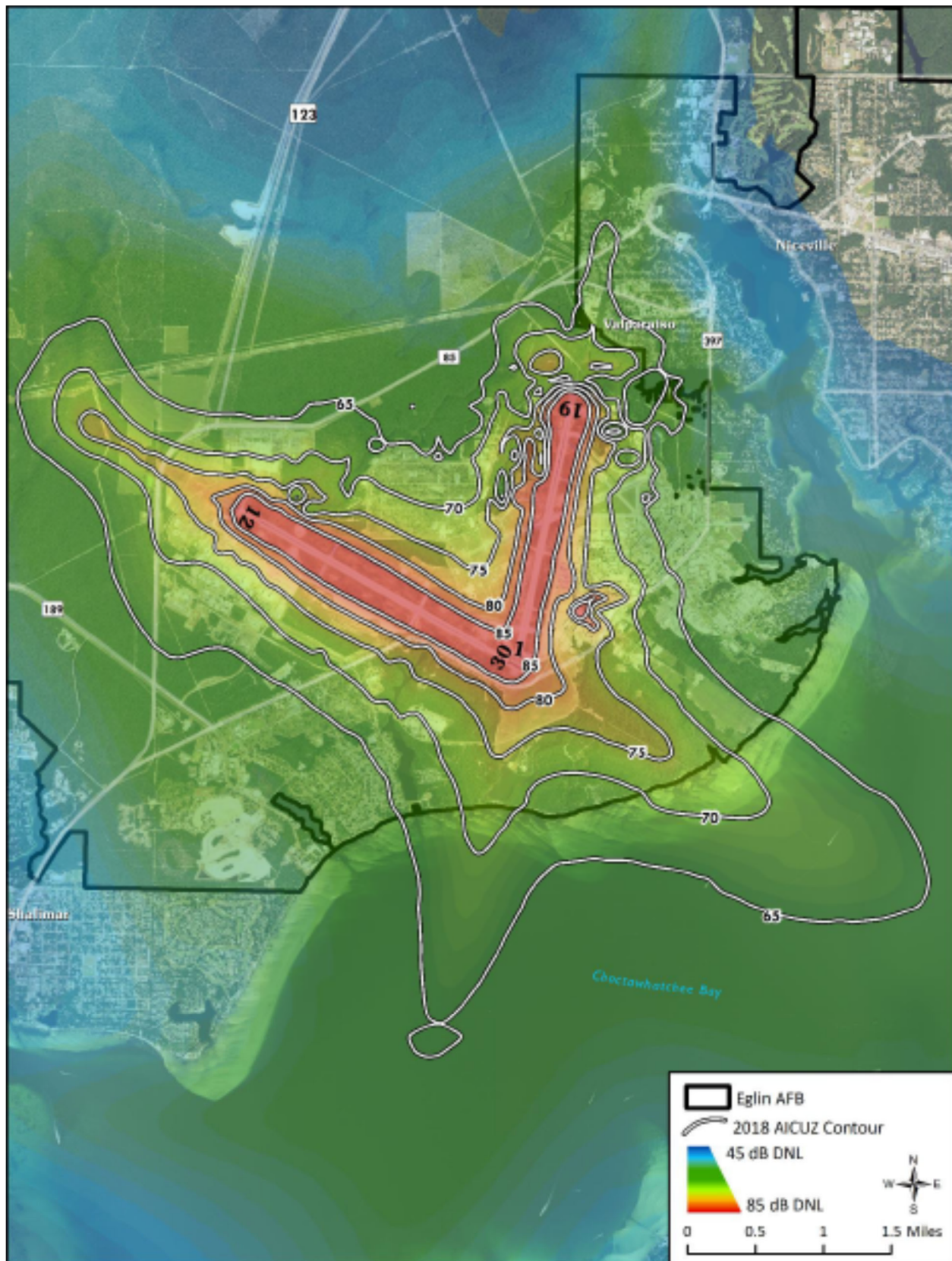
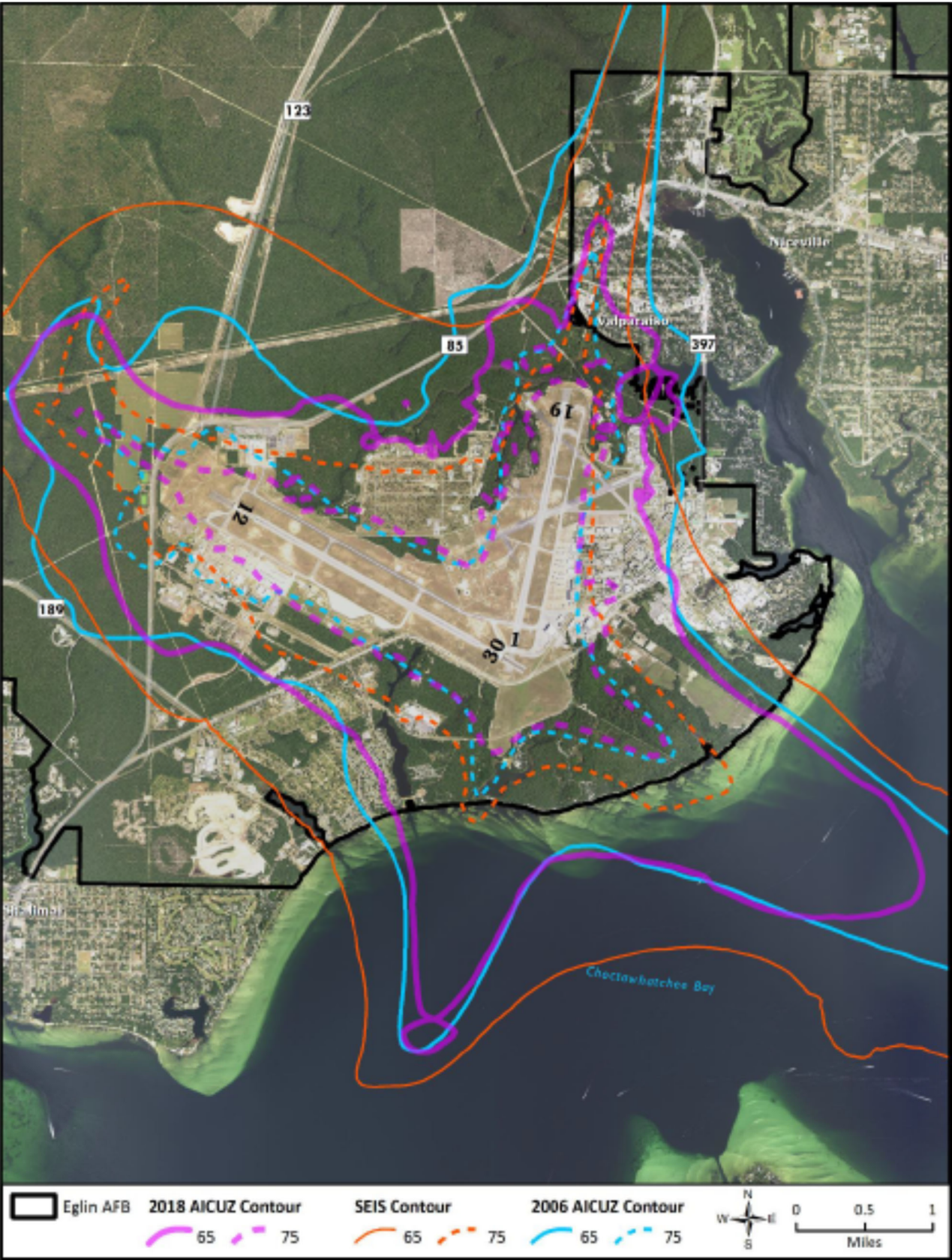




Figure 4-3.



Comparison of 2018, SEIS, and 2006 AICUZ Noise Contours

We have identified the following facts about the Affected Communities:

### **Low Income Communities<sup>9</sup>**

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” OCAD is collecting information about affected and potentially affected low-income communities. According to **U.S. Census Report S1701, Poverty Status in the Past 12 Months**, the overall poverty level for **Valparaiso, Florida** is approximately **8%**. The poverty rate remains low compared with the rest of the state of Florida (**13.9%**). The poverty rates for the specific Affected Communities are as follows:

| Affected Communities               | Poverty Rate |
|------------------------------------|--------------|
| <i>Valparaiso (zip code 32580)</i> | <i>8.0%</i>  |

Source: U.S. Census Table S1701, American Community Survey (ACS) 5-Year Estimate

Due to the nature of the **Destin-Fort Walton Beach Airport** being a tourism destination, the majority of airport users are from other geographical areas. Being a tourism destination has assisted the surrounding area in consistently being below the Florida state average poverty rate.

### **Racial and Ethnic Communities.**

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows<sup>10</sup>:

Affected Community: Valparaiso (32580)

Total Affected Community Population: 3,928

| Demographic Group within Affected Community      | Number of People in Minority Group | Percent of Total Affected Community Population |
|--|------------------------------------|--|
| <i>White</i>                                     | <i>2,911</i>                       | <i>74.1%</i>                                   |
| <i>Black or African American</i>                 | <i>486</i>                         | <i>12.4%</i>                                   |
| <i>American Indian or Alaska Native</i>          | <i>6</i>                           | <i>0.2%</i>                                    |
| <i>Asian</i>                                     | <i>116</i>                         | <i>3%</i>                                      |
| <i>Native Hawaiian or Other Pacific Islander</i> | <i>0</i>                           | <i>0%</i>                                      |
| <i>Some Other Race</i>                           | <i>52</i>                          | <i>1.3%</i>                                    |
| <i>Two or More Races</i>                         | <i>357</i>                         | <i>9.1%</i>                                    |
| <i>Hispanic or Latino</i>                        | <i>270</i>                         | <i>6.9%</i>                                    |
| <i>White, not Hispanic or Latino</i>             | <i>2,724</i>                       | <i>69.3%</i>                                   |

<sup>9</sup> Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low-income communities in airport programs and activities.

<sup>10</sup> Recommend using demographic groups from the U.S. Census.



### **Limited English Proficiency (LEP).**

The goal of all language access planning and implementation is to ensure that **OCAD** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages<sup>11</sup> that are spoken in LEP households in the Affected Communities. The data source is **U.S. Census American Community Survey: Table B16001-Language Spoken at Home by Ability to Speak English for the Population of 5 Years and Over: “Speaks English Less Than Very Well”**.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.<sup>12</sup> The safe harbor for our community is **196 for the Valparaiso population of 3,928**. Please refer to the end of this document to find data for all languages in our community.

| <b>Languages Spoken by LEP Population that Meet the Safe Harbor Threshold</b> | <b>Number</b> | <b>Margin of Error</b> |
|---|---------------|------------------------|
| <i>None meet the safe harbor threshold</i>                                    | <i>n/a</i>    | <i>n/a</i>             |

**\*Within the Affected Communities, there was no language that yielded significant populations**

Per U.S. Census Bureau, in addition to English, the four languages listed below are the only languages spoken in the Affected Communities, See Section 14. Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

| <b>Languages Spoken by LEP Persons</b> | <b>A few times a year<br/>(12 or less days a year)</b> | <b>Several times a month<br/>(13 to 51 days a year)</b> | <b>At least once a week<br/>(52 to 364 days a year)</b> | <b>Every day<br/>(365 days a year)</b> |
|--|--|---|---|--|
| <i>Spanish</i>                         | X  |   |   |  |
| <i>Italian</i>                         | X  |   |   |  |
| <i>German</i>                          | X  |   |   |  |
| <i>Korean</i>                          | X  |   |   |  |

Languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include:

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<sup>11</sup> Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

<sup>12</sup> See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

### Additional Languages Spoken

None

This information is updated annually<sup>13</sup> through checking the following resources:

| Data Sources for Languages Spoken in Affected Community | Website link to Data Source   |
|---|---|
| U.S. Census Bureau                                      | <a href="https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001">https://data.census.gov/cedsci/table?q=B16001&amp;tid=ACSDT1Y2019.B16001</a> |

### **Beneficiary Diversity.**

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

#### **Description of Beneficiary Demographic Information Collection Methods**

- *Airports Department conducts ongoing surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.*
- *Businesses that submit bids or offers are asked to complete an anonymous survey that includes demographic information, submitted through a data collection website.*

### **Staff Diversity.**

Demographic information is collected from airport program employees through voluntary disclosures.

#### **Description of Employee and Advisory Board Demographic Information Collection Methods**

- *Applicants for County positions are asked to submit voluntary confidential demographic information at time of application. Data is maintained by Okaloosa County Human Resources.*

<sup>13</sup> Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

## Appendix 2

### Complete only if required by Section 4<sup>14</sup>

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

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities

#### Language

*None*

**OCAD** also collects data for languages spoken by airport guests. Data sources include:

| Data Sources for Languages Spoken by Airport Guests | Website link to Data Source |
|---|-----------------------------|
| <i>N/A</i>  | <i>N/A</i>                  |

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

#### Language

*None*

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the **OCAD** of the responsibility to provide language access. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

#### Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

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<sup>14</sup> [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].

| Translation Vendors           | Languages       |
|-------------------------------|-----------------|
| <i>Big Language Solutions</i> | <i>Over 300</i> |

- Information regarding translation services will be coordinated upon request – contact Airports Operations Center.

### **Interpretation Services:**

- The following vendors have been identified for interpretation services:

| Interpretation Vendors        | Languages       |
|-------------------------------|-----------------|
| <i>Big Language Solutions</i> | <i>Over 300</i> |

- Information regarding interpretation services can be obtained upon request – Contact Airport Operations Center.

### **Description of Interpretation Assistance Processes**

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- *The airport can utilize the services of Big Language Services to provide on-demand telephone interpretation services to airport guests. When a request for an interpreter is received, the following process is used: Airport Operations Center identify the language spoken by the airport guest. Staff contacts Big Language Solutions and “parks” the request in the queue for the appropriate language. Big Language Solutions operators will coordinate connect the requesting party to an interpreter for the duration of the call. The completed call is then logged in the daily log and forwarded to Title VI Coordinator. This log is kept for one year.*
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## **15. Completed Unlawful Discrimination Poster:**

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### **Unlawful Discrimination**

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration Office  
of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

**Title VI and ADA Coordinator:** Allyson Oury, CFO

**Phone:** (850) 651-7160

**Address:** Destin-Fort Walton Beach Airport  
1701 State Road 85 N  
Eglin AFB, FL 32542

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### **Discriminacion Ilegal**

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration Office  
of Civil Rights, ACR-1  
800 Independence Avenue, S.W.  
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

**Title VI and ADA Coordinator:** Allyson Oury, CFO

**Teléfono:** (850) 651-7160

**Dirección:** Destin-Fort Walton Beach Airport  
1701 State Road 85 N  
Eglin AFB, FL 32542



U.S. Department of Transportation  
Federal Aviation Administration