

ACI-NA 2026 Small Airports Committee Participation Plan

I. Committee Purpose

Committee Mission: The ACI-NA Small Airports Committee provides a single forum to address issues and concerns faced by small commercial service, as well as general aviation airports (GA), in North America with a special emphasis on the development of programs and policies to assist airports with limited resources.

Participants receive information from ACI-NA staff on issues of importance to small, non-hub and GA; network with their colleagues from other airports and aviation-related companies to evaluate small airport issues; provide guidance on ACI-NA policy positions; and hold meetings and seminars to advance understanding of small airport issues.

Guiding Principles include:

- To actively provide the ACI-NA Board and other ACI-NA Committees with input to key policy and legislative issues pertaining to small and GA airports.
- To provide leadership in identifying and solving issues effecting small airports.
- To share ideas and exchange information on issues pertaining to small airports.

II. Committee Participation

Participation is open to ACI-NA small and non-hub Official Representative Airport members. Moreover, an ACI-NA Official Representative Airport member can designate an alternative member of their staff as the principal contact for the Committee.

III. Committee Officers/Leadership Team

The Small Airports Committee Officers/Leadership Team is comprised of a Committee Chair, Vice Chair, General Aviation Working Group Chair and Committee Board Liaison Representative.

Additionally, the Small Airports Committee as a whole will be assisted by an ACI-NA staff liaison, appointed by ACI-NA, who will work directly with members in the mutual effort to satisfy the goals and objectives of ACI-NA and the Committee.

- Each Committee Officer will serve for a two-year term. Terms shall run for two consecutive years, beginning January 1 through December 31 of each year.
- To facilitate continuity, at the end of the Chair's term, the Vice-Chair will become the Committee Chair.

- The Vice Chair will be selected by the Chair, subject to the full Committee approval at the annual conference Committee meeting. The Vice Chair is also subject to approval by the First Vice Chair of the Board of Directors, as in accordance with the ACI-NA By-Laws.
- Members of the General Aviation Working Group will select and appoint a Chair. This individual will serve as a leadership officer on the full ACI-NA Small Airports Committee leadership but will not be eligible to serve as Chair of the full Committee.
- The ACI-NA Board of Directors will appoint a Board Liaison Representative to participate in the leadership group.

In the case of a Committee Officer resigning or deciding he or she can no longer serve, the following shall apply:

- If the Chair resigns or can no longer serve, then the Vice Chair will assume the Chair position for the remainder of that term and may serve in this position for one additional 2 year term.
- If the Vice Chair resigns or can no longer serve, a new Vice Chair will be selected. The new Vice Chair must be approved by the First Vice Chair of the Board of Directors, as in accordance with the ACI-NA by-laws.
- If the ACI-NA Board Liaison resigns or can no longer serve, then the ACI-NA Board Chair will select a new ACI-NA Board Liaison.

IV. General Aviation Working Group

In addition to representing local, regional and state governing bodies that own and operate commercial airports in the United States and Canada, ACI-NA also represents general aviation airports that are part of a larger airport system or operate solely as general aviation airports.

U.S. and Canadian general aviation airports are eligible to participate in ACI-NA's seventeen Committees, including but not limited to Small Airports; Operations, Planning, Infrastructure & Development; Public Safety and Security; as well as Environmental Affairs.

In addition to participating in ACI-NA Committees, an ACI-NA General Aviation Working Group can be created to examine unique issues pertaining to general aviation airports. The Working Group will work under the confines of the ACI-NA Small Airports Committee and its leadership. The Working Group will be led by a Chair selected by members of the Working Group. The Chair will also serve on the ACI-NA Small Airports Committee leadership but will not be eligible to Chair the full ACI-NA Small Airports Committee.

V. Committee Meetings

The Small Airports Committee shall meet in-person a minimum of three times per year including: 1) ACI-NA CEO Forum/Winter Board of Directors Meeting 2) ACI-NA JumpStart Air Service Development Meeting 3) ACI-NA Annual Conference & Exhibition.

V. Steering Group

Purpose: The Committee Steering Group provides guidance in reviewing and analyzing issues related to small airports, as needed; helps formulate policies that are presented to the full Committee for approval and ultimately recommend to the Board of Directors; and assists in planning Committee meetings.

Size: The Steering Group is comprised of no more than 20 airport members, including the Committee Leadership and Board Liaison. There should only be one representative on the Steering Group from each airport.

Participation/Membership Requirements: Membership on the Steering Group is open to active Committee members. Steering Group members must attend at least two of the three in-person Committee meetings each year. The full Committee Chair can waive this requirement for good cause.

Term Limits: Initially, no term limits for Steering Group membership will be established. Historically, membership in the Steering Group regularly becomes available through natural attrition. However, membership turnover will be tracked to determine if terms limits need to be instituted in order to provide opportunities for new participants in the Steering Group.

Encouraging New Participation: At the Annual Conference Committee meeting each year/fall, the Committee Chair will provide information on the duties, requirements, and commitment for participation in the Steering Group, announce vacancies, and request that anyone interested contact the Committee Secretary.

New Members: The Committee Chair and Vice Chair jointly select, and submit for new approval to the Steering Group, nominees to fill vacancies on the Steering Group. During this selection process, the Chair and Vice Chair will endeavor to maintain broad geographic diversity among Committee members.