

## Airport Name Change Process

***When following the process below, it is important to keep your NCDOT-DOA Airport Project Manager (APM) engaged.***

On occasion, an airport (or its sponsor) may decide to change its name to rebrand or remarket itself to its current customers, new customers, and the local community. The steps below outline the general process an airport should go through to execute a name change and have it recognized by the Federal Aviation Administration (FAA):

- 1) Discuss and present all proposed new airport names during the local governing body meeting. The name change can be proposed by the Airport Manager, Airport Advisory Board, or other local governing body members.
- 2) Once a name selection is made, it should be voted on and approved by the local governing body.
- 3) After the vote has been taken, a resolution for the name change should be drafted in addition to the meeting minutes where the vote takes place and submitted to the North Carolina Department of Transportation - Division of Aviation (DOA) Airport Project Manager.
- 4) Submit the airport name change request via the FAA's Airport Data and Information Portal (ADIP). Keep in mind that it may take some time for the new airport name to be updated on all publications.

*Airport names and acronyms shall not mimic location identifiers to avoid confusion in aeronautical charts. Airport names shall also not include the "International" or "INTL" designation unless recognized by authority defined in policy 19 CFR Part 122.1 (e)(f) and Part 122.11. The following words or abbreviation shall not be used in an airport name:*

- *Periods shall not be used in airport names.*
- *A space should always be inserted between discrete parts of airport names.*
- *Always spell out facility names containing Airpark, Community, County, Fort, Mount, Point, Port, or University.*
- *Use listed contractions for facility names containing Executive (EXEC), Field (FLD), Incorporated (INC), Intercontinental (INTCNTL), International (INTL), Memorial (MEML), Metropolitan (METRO), Municipal (MUNI), National (NTL), Regional (RGNL), Saint (ST), or Sainte (STE).*

Once the airport name change has been submitted and approved by the Federal Aviation Administration (FAA), the North Carolina Department of Transportation - Division of Aviation (DOA) will also need to update its records via the following process:

- 1) Provide your NCDOT-DOA Airport Project Manager written verification that the airport name change has been approved by the FAA. The airport should also verify if the name change will involve a sponsorship change. If so, please follow the process in the "Airport Sponsorship Change" section.
- 2) The NCDOT-DOA Airport Project Manager will request DOA Grants send the airport a W9 form to complete via e-mail.
- 3) Return the completed W9 form to DOA Grants via e-mail and copy your NCDOT-DOA Airport Project Manager.

### **Airport Sponsorship Change**

A public agency (municipality, state) or other organization (airport authority) that is authorized to own and operate the airport, obtain property interest, obtain funds, and meet the necessary requirements of current laws and regulations both financially and legally is known as the **Airport Sponsor**. Federal Aviation Administration (FAA) airport sponsor Grant Assurance #5 requires that the entity that FAA recognizes as the Sponsor be responsible for signing all grant agreements.

If there is a need to change/update the airport sponsor in addition to the name change of the airport (*ex. If ABC Airport Commission is the current airport sponsor and the airport changes its name to XYZ airport, the name of the airport commission could also change, thus requiring the need for an official sponsorship change*), please reference the [FAA General Aviation Sponsorship Change Checklist](#). This document will list out each step that is needed to successfully complete the sponsorship change process and will require close communication with your NCDOT-DOA Airport Project Manager.