

**Northwest Arkansas Regional Airport Authority**  
**Public Comment Policy**  
**September 2020**

**I. Introduction**

The Board of the Northwest Arkansas Regional Airport Authority recognizes the importance of maintaining open communications with citizens of Northwest Arkansas on matters related to the airport that may be of concern to the public. Based on this recognition of a public need, the following rules and procedures shall apply for public comment during Board meetings of the Northwest Arkansas Regional Airport Authority.

**II. Procedure**

- To be recognized by the Board Chair for comment during a Board meeting, any interested member of the public will notify XNA staff and/or a member of the Board prior to the beginning of the meeting in which they would like to speak.
- If the interested member of the public wishes to distribute any information to the members of the Board, they will notify XNA staff at least 1 week prior to the meeting in which they want to speak and XNA staff will distribute the information to Board members.
- At the outset of each Board meeting, the Chair, after recognizing a quorum is present, will recognize members of the public who have requested to speak if any are present.

**III. Public Comment**

- Once recognized, each speaker shall first state his or her name and city of residence followed by a concise statement of the person's position on the matter under discussion. Repetitive comments should be avoided.
- All remarks should be addressed to the Chair or the Board of Directors as a whole and not to any particular member of the Board of Directors.
- No person other than the Directors and the person having the floor shall be permitted to enter into any discussions without the permission of the Chair.
- No questions shall be directed to a Director or airport staff member except through the Chair.
- Each speaker will be limited to three (3) minutes (timed by a designated official.)
- The Board Chair may suspend or modify any portion of this policy in the interest of more fully allowing the public to participate.
- Board Members may recognize members of the public when they feel it is useful to fully discuss any issue being considered.

**IV. Expectations**

- All members of the public, all airport staff and Board members shall always accord the utmost courtesy and respect to each other .
- All shall refrain from rude or derogatory remarks, reflections as to integrity, abusive comments and statements about motives or personalities.
- Any member of the public who violates these standards shall be ruled out of order by the Chair, must immediately cease speaking, shall leave the podium, and may be removed from the meeting.