

Airport Carbon Accreditation Certification Fees

Edition 1.0
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1 Introduction

- 1.1 This document sets out the certification fees applicable to all levels of *Airport Carbon Accreditation*, together with the invoicing procedures, payment policies, discount arrangements, and the methodology used to calculate fees. A Section at the end covers the fees for verifiers.
- 1.2 This document may be updated or amended from time to time to reflect changes to fees, payment policies, or programme administration. Any such updates will be communicated through the relevant channels on the *Airport Carbon Accreditation* website.
- 1.3 The provisions of this document are effective for any invoices issued from January 1st 2027.

2 Certification Fees

- 2.1 *Airport Carbon Accreditation* certification fees cover the review of the application(s); helpdesk support; programme development; and other related tasks undertaken by ACI regional offices or the Administrator.¹ The fees depend on both the passenger traffic band and the certification level. Levels 1, 2, and 3 carry an annual fee. Levels 4, 4+, and 5 carry a three-year fee covering the full certification cycle.
- 2.2 Certification fees are calculated based on the passenger traffic band to which the airport belongs, in accordance with official passenger figures recorded two years prior to the date of application.² As an example, for an application submitted in 2027, the applicable band is determined using official passenger figures from 2025. The passenger traffic bands for commercial airports are defined as follows:

Table 1: Commercial Airport Passenger Traffic Bands

Band	Annual Passenger Traffic
A	More than 20 million passengers
B	More than 6 million to 20 million passengers
C	More than 1 million to 6 million passengers
D	More than 500,000 to 1 million passengers
S	Up to 500,000 passengers

- 2.3 For general aviation airports, certification fees are calculated based on the aircraft movement band to which the airport belongs, in accordance with total aircraft movements two years prior to the date of application. A movement is defined as a take-off or a landing. The aircraft movement bands for general aviation airports are presented in Table 2.

Table 2: General Aviation Airport Movement Band

Band	Annual Aircraft Movements
D	More than 100,000 movements per year
S	Up to 100,000 movements per year

- 2.4 In addition, Band E refers to a Small Airports Group, which allows airport operators to aggregate their smaller airports (airports with fewer than 500,000 passengers per year) into a single group, benefitting from the discounted flat-rate costs (See provisions listed in the relevant section of the Requirements for All Levels document for the definition of Small Airports Group).
- 2.5 Payments shall be made in Euros. Airports in the North America region have the option of making payments in US Dollars. If airports outside of the North America region wish to make payments in US Dollars, they should consult with the Administrator.

¹ Verification fees are separate from the certification fees and are payable directly to the approved verifier by the airport. The cost of verification is determined directly between the airport and the verifier.

² In case of cargo only airports Table 1 applies, with traffic units considered instead of passengers.

Table 3: Commercial Airports — Fees in Euros (€)

Band / Level	1	2	3	4 / 4+ (3-year)	5 (3-year)
A (>20 m. pax)	10,080	11,760	12,600	20,930	24,840
B (>6–20 m. pax)	5,040	5,880	6,300	10,470	12,420
C (>1–6 m. pax)	2,520	2,940	3,150	5,230	6,210
D (>0.5–1 m. pax)	1,680	2,100	2,360	3,930	4,660
S (0-0.5 m. pax)	800	1,000	1,125	1,710	2,220

Table 4: General Aviation Airports — Fees in Euros (€)

Band / Level	1	2	3	4 / 4+ (3-year)	5 (3-year)
D (>100,000 movements/year)	1,680	2,100	2,360	3,930	4,660
S (0-100,000 movements/year)	800	1,000	1,125	1,710	2,220

Table 5: Small Airports Group (Band E) — Fees in Euros (€)

Band / Level	1	2	3	4 / 4+ (3-year)	5 (3-year)
2–10 Airports	4,000	4,500	5,500	7,800	10,140
11–20 Airports	6,000	6,750	8,250	11,500	14,950

Notes:

- Annual fees apply for Levels 1, 2 & 3. Fees for Levels 4/4+ & 5 cover the three-year period in line with the renewal cycle of these levels.
- Bands are based on passengers or aircraft movements two years prior to the application.
- A movement is a take-off or a landing.
- Flat-rate group fees apply for Small Airports Group applications.

Table 6: Commercial Airports — Fees in US Dollars (\$)

Band / Level	1	2	3	4 / 4+ (3-year)	5 (3-year)
A (>20 m. pax)	12,100	14,110	15,120	25,120	29,820
B (>6–20 m. pax)	6,050	7,060	7,560	12,560	14,910
C (>1–6 m. pax)	3,020	3,530	3,780	6,280	7,460
D (>0.5–1 m. pax)	2,020	2,520	2,840	4,720	5,600
S (0-0.5 m. pax)	960	1,200	1,350	2,050	2,665

Table 7: General Aviation Airports — Fees in US Dollars (\$)

Band / Level	1	2	3	4 / 4+ (3-year)	5 (3-year)
D (>100,000 movements/year)	2,020	2,520	2,840	4,720	5,600
S (0-100,000 movements/year)	960	1,200	1,350	2,050	2,665

Table 8: Small Airports Group (Band E) — Fees in US Dollars (\$)

Band / Level	1	2	3	4 / 4+ (3-year)	5 (3-year)
2–10 Airports	4,800	5,400	6,600	9,360	12,170
11–20 Airports	7,200	8,100	9,900	13,800	17,940

Notes:

- US Dollar fees are applicable to airports in the North America region, or by arrangement with the Administrator.
- Annual fees apply for Levels 1, 2 & 3. Fees for Levels 4/4+ & 5 cover the three-year period in line with the renewal cycle of these levels.
- Bands are based on passengers or aircraft movements two years prior to the application.
- A movement is a take-off or a landing.
- Flat-rate group fees apply for Small Airports Group applications.

3 Discounts

- 3.1 A 5% timely renewal discount applies to all renewals, upgrades, or downgrades at levels with an annual certification cycle (i.e., Levels 1, 2, and 3), provided the full application is submitted to the Administrator at least one month before the certificate expiration deadline.
- 3.2 Airport operators that hold an equity stake of more than 50% in an airport, or that manage an airport, are eligible for discounts based on the total number of airports within the group that are/are being certified. The applicable discount tiers are set out in the table below.

Table 9: Applicable Discount Tiers

Number of Certified Airports	Discount
1 to 5	0%
6 to 10	5%
11 to 20	10%
21 to 40	15%
40+	20%

- 3.3 It is the responsibility of airport representatives to inform the Administrator in writing that they belong to a specific airport group before the invoice is issued to benefit from the applicable discount.
- 3.4 The Small Airports Group option allows airport operators to aggregate their smaller airports (airports with fewer than 500,000 passengers per year) into a single group, benefitting from the discounted flat-rate costs. The application process must follow the provisions listed in the relevant section of the Requirements for All Levels document for Small Airports Group.
- 3.5 *Note: Airports may benefit either from the discounts set out in Table 9 or from the preferential rates applicable to the Small Airports Group (Tables 5 or 8), but not both. By way of illustration, an airport group comprising 14 airports, of which 6 qualify for the Small Airports Group, may opt for either:*
- *A 10% discount applied across all 14 airports; or*
 - *A 5% discount applied to the 8 non-Small Airport Group qualifying airports, with the remaining 6 airports benefiting from the Small Airports Group preferential rate.*

Box 1: Early Upgrade Set-Off

For airports on Levels 4/4+ that wish to upgrade to Level 5 during the cycle, the following set-off arrangements apply:

- If an airport wishes to upgrade during the 1st year of the three-year cycle (i.e., before the submission of the 1st interim application), it will receive a credit of 2/3 of the fee paid to enter the current level. The credit takes the form of a set-off against the fee for the new level.
- If an airport wishes to upgrade during the 2nd year of the three-year cycle (i.e., before the submission of the 2nd interim application), it will receive a credit of 1/3 of the fee paid to enter the current level. The credit takes the form of a set-off against the fee for the new level.
- If an airport wishes to upgrade during the 3rd year of the three-year cycle, no credit is applicable.

Upon upgrading, the airport enters a new three-year certification cycle at the higher level. In this case the 5% timely renewal discount does not apply. The following example illustrates the application of this policy for a Band B airport:

Example: A Band B airport entered at Level 4 and paid €10,470. During Year 1, it wishes to upgrade to Level 5 (Band B Level 5 fee: €12,420). It is entitled to a credit of $\frac{2}{3} \times €10,470 = €6,980$. This is set off against the Level 5 fee: $€12,420 - €6,980 = €5,440$ payable. The airport then enters a new three-year cycle at Level 5.

For airports on Levels 4 that wish to upgrade to Level 4+ during the cycle, the same process applies.

4 Invoicing & Payments

- 4.1 Airports submitting an application to enter, renew, upgrade, or downgrade will be issued an invoice. The invoice will be issued as soon as the complete application is submitted for review. Invoices can also be issued earlier if requested by the airport.
- 4.2 Invoices shall be paid within 30 days from invoice date, noting that payment of the invoice is a prerequisite for the issuance of the certificate.
- 4.3 Continued participation in the programme is dependent on the timely payment of fees. At the expiry of the payment terms, airports that have failed to pay will receive reminders from the Administrator. Airports failing to pay within two months from the issuance of the invoice shall be considered as withdrawn from *Airport Carbon Accreditation*, unless a separate arrangement has been agreed with the Administrator.
- 4.4 Airports wishing to re-enter the programme from Level 2 or above following withdrawal for non-payment will be charged the standard entry fee for the required level.
- 4.5 Fees paid are non-refundable, except as provided under the early upgrade set-off arrangements described earlier.
- 4.6 Should an airport decide during the application process that it cannot meet the requirements for any of the available levels and wishes to withdraw its application, the Administrator will refund 50% of the certification fee, acknowledging the time and effort expended in providing support and assessing the application.
- 4.7 Accepted payment methods are bank transfers, and credit card payments. Checks may be accepted after prior coordination with the Administrator. Bank or other transaction fees are the responsibility of the payer.
- 4.8 To ensure a smooth invoicing process, airports wishing to enter, renew, upgrade, or downgrade shall provide the Administrator with up-to-date billing information, including VAT / tax ID number, invoice address, company registration number, specific documentation (e.g., tax withholding statement), etc.

5 Verifier Fees

- 5.1 To maintain the integrity and credibility of the programme, all prospective verifiers must demonstrate their competence through a formal examination before they can be approved to carry out verification activities. This ensures that approved verifiers possess the knowledge and technical understanding required to assess applications accurately and consistently across the levels at which they intend to operate. A fee structure applies to all individuals seeking verifier approval, supporting the administration and delivery of this process.
- 5.2 Verifier fees cover the costs associated with examinations, helpdesk support, and other tasks related to the approval process. Fees are structured according to the level or levels at which approval is sought. Individuals seeking approval to verify at Levels 1 to 3+ are subject to a fee of €500. Those seeking approval at Level 4/4+ or Level 5 are required to pay €250 per level, reflecting the additional scope and complexity of verification at these higher levels. Where a prospective verifier does not achieve the required minimum examination score on their first attempt, a fee of €250 applies for each subsequent attempt. All applicable fees must be paid to the Administrator prior to sitting the examination.

Helpdesk & Invoicing Support

*For invoicing enquiries contact: invoicing@environmental-minds.com
For general Helpdesk support: contact: aca@environmental-minds.com*