



2024 ACI-NA Environmental Achievement Awards Rules & Instructions

Since 1997, ACI-NA has recognized its airport members that strive to protect and preserve the environment through its programs, initiatives, and projects. Established by the ACI-NA Environmental Affairs Committee, the annual ACI-NA Environmental Achievement Awards acknowledge the hard work and accomplishments of ACI-NA members by promoting awareness more broadly within the airport community, the general public, and regulators of the many notable and innovative efforts being undertaken by environmental professionals at airports. Environmental and planning staffs at our airports deserve recognition for their efforts in developing and implementing programs that protect the environment while keeping their airport’s projects on schedule, minimizing community and regulatory controversy, and using creative means of maximizing overall cost-benefit. Awards may be granted in the categories of:

- environmental management
- mitigation
- outreach/education/community involvement
- innovative/special projects
- environmental improvements with limited resources

Only entries meeting the award criteria will be considered. **Airports do not need to designate a specific category for their project in the application.** Rather, the judges will consider all entries for the five categories and select the best example for each category. Due to this, airports need to only submit each project once – however airports may submit more than one project in the same year (but each project requires its own entry form and fee, and should be submitted via separate entries).



Airport Project Award Categories

One award may be granted each year for an *airport project* in each of the following categories:

Environmental Management	Examples include environmental management systems, sustainability programs, deicing systems, green buildings, etc.
Mitigation	Examples include wetlands restoration, stream mitigation/restoration, noise mitigation, etc.
Outreach, Education, and Community Involvement	Examples include environmental awareness campaigns, tenant engagement activities, wildlife training programs, community roundtables, etc.

Environmental Improvement with Limited Resources	This category recognizes an airport that may have limited resources to devote to environmental improvement projects and are making great strides within their existing situation.
Innovative/Special Projects	This category is designed to include unique, innovative projects that may not fit within the other broader categories.



Selection Criteria for Airport Projects:

Entries for each award category will be measured against the following criteria by a panel of independent judges, including representatives from the FAA, Transport Canada, and the media:

- **Environmental Benefit** - Project, initiative, or program should achieve overall environmental benefits. Benefits should be demonstrated through a comparison of the state before implementation of the project, initiative, or program to the state after implementation using life-cycle analysis, risk analysis or other quantitative or qualitative performance measures.
- **Innovation** - Project, initiative or program should exhibit innovation in working toward an environmental improvement or solution at the airport or surrounding community. Examples of innovation include new technologies, methods or information, or innovative methods of implementing or utilizing existing technologies, methods, or information.
- **Effective Implementation** - Project, initiative, or program should be effectively implemented in a manner that achieves maximum environmental benefit while cooperating with necessary stakeholders and partners and minimizing time, effort, and cost.
- **Widespread Applicability** - Project, initiative, or program should contribute information, technology or techniques that provide an environmental benefit while demonstrating the potential for applicability at other airports.
- **Cost Effectiveness** - Project, initiative, or program should be cost effective as demonstrated through cost-benefit analysis, life-cycle costs, or other cost comparison techniques.

Eligibility for Airport Project Awards:

Any ACI-NA member airport is eligible for award consideration. The award applicant may be comprised of an individual, group of individuals, an airport owner(s), a tenant, a consultant, or combination thereof. Non-ACI-NA members may support applicants in the awards selection process, but ***the lead applicant must be an ACI-NA airport.*** Applicants who have previously submitted an entry(ies), but did not receive an award, may resubmit that same entry in succeeding years without prejudice.

Please Note: ACI-NA strongly recommend that applicants submit award applications for completed or implemented projects/programs.

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### ***Application Requirements***

Application: Award applications must be submitted **electronically** in PDF, as a single PDF file (excluding any payment information). Application narratives must be double-spaced and may not exceed 10 pages including all text, graphics, photos, and the executive summary. The entry form and letters of support do not count toward the 10-page limit.

Applications should be a single pdf file and must include the following:

- Completed official ACI-NA Environmental Achievement Award entry form
- Entry fee for airport project award nominations only (\$85) – there is no fee for nominees of the individual award
- Two-page (max) application executive summary, signed and dated by the lead applicant representative; include in the executive summary clear information on how the project meets the selection criteria. The executive summary will count towards the 10-page maximum for the application narrative
- Narrative fully describing the project, program, or initiative and how it meets the selection criteria above (ten pages maximum)
- At least one letter of support from an entity(ies) other than the applicant(s). For the individual award, the letter of support may come from the primary nominator (i.e. person other than the individual being nominated for recognition)

**Entry Fee:** The fee for entry is \$85 for each airport project award entered. There is no fee for individual nominations.

**Submittal Requirements:** Applications, supporting documentation, and entry fee must be submitted to ACI-NA by **Friday, July 26, 2024**. Late applications or supporting documentation will not be transmitted to or considered by the judges. Winners will be notified by July 26<sup>th</sup>, 2024 with formal recognition at the ACI-NA [Annual Conference](#) in Grand Rapids, MI from September 7<sup>th</sup> – 10<sup>th</sup>, 2024.

**Electronic nominations and supporting materials are required.** If any portion of your nomination package cannot be submitted electronically, please contact Melinda Pagliarello to discuss alternatives. E-mail applications and supporting documentation to Melinda Pagliarello: [mpagliarello@airportscouncil.org](mailto:mpagliarello@airportscouncil.org).