Awards, Resolutions & Recognition Committee Procedures

Revised July 2019

Representation and Authority

The purpose of the Awards, Resolutions & Recognition Committee is to provide recognition by the Board of Directors of individuals, corporations, governments, and other entities acting in support of SWAAAE.

The Committee shall be chaired by a Director appointed by the President. Committee membership shall consist of a minimum of two (2) Executive members and one (1) Corporate member appointed by the Committee Chair and approved by the President. The Committee shall be responsible for coordinating resolutions and official letters of recognition to those who demonstrate an exceptional commitment to the aviation industry and to Airports, in particular. The Committee shall also develop criteria, nominate, and select recipients of awards to recognize their service to the aviation industry.

Program Areas

The committee shall perform the following functions:

1) Report to the Board of Directors at its regularly scheduled meetings on resolutions and recognition activities and encourage Board members to acknowledge those who have provided assistance to the organization.

2) Prepare resolutions and letters of recognition for signature by the President and facilitate the distribution process in a timely manner. The resolutions and letters shall represent the sense and will of the Chapter, using ideas and facts transmitted by members of the Chapter. A copy of each resolution and letter shall be forwarded to the Executive Director for historical reference.

It is customary to formally recognize:

- Members who have chaired, participated, or assisted with a conference;
- Facilities, such as hotels, restaurants, and event sites that have provided support and service to the organization;
- Event sponsors and exhibitors;
- Other individuals and volunteers assisting the organization.

3) Nominations – Each year prior to the summer conference, the committee will send out a request to the Chapter membership seeking nominations of SWAAAE members to be recognized for their significant accomplishments. This recognition takes the form of various awards which are presented during the Annual Summer Conference banquet. The committee reviews the nominations submitted to make sure the nominees meet the criteria of the award in question. If the nominee meets the award criteria, the committee members vote to accept the nomination. If there are multiple nominations for an award, the committee will review each nomination and then vote on which nomination to accept. A simple majority is required to accept or reject a nomination. In special circumstances, by approval of the Executive Committee, an award may be presented at the winter conference.
Awards

Airport Executive of the Year: The goal of the “Airport Executive of the Year” award is to commend an airport executive who has demonstrated superior performance in the following areas:

1. Providing public service to the community in the form of an efficient air transportation facility.
2. Public relations accomplishments in the areas of “good neighbor relations”.
3. Environmental achievements in the areas of aesthetics, noise, or pollution reduction or control.
5. Efficient handling of the administrative complexities of state and federal grant programs.
6. Management functions and good labor relations with employees and tenants.
7. Personal integrity and professional reputation, both in the public community and among peers in the airport management field.

Aviation Excellence Award: The “Aviation Excellence Award” is intended to recognize those airport management professionals, other than the person having primary responsibility for the airport, which have gone out of their way and given substantial extra effort to ensure the promotion, operation, maintenance, or development of aviation and/or the airport. The award recipient is a person of exceptional qualities who may perform management, supervisory, engineering, planning, or maintenance functions in the second or other level of the airport organization.

Wanamaker Award: The “Robert Wanamaker Award” may be presented to one award recipient each year and is intended for persons who are not currently exercising active responsibility for the management, general supervision, or administration of a public-use airport. The goal of the award is to recognize individuals who have provided exceptional leadership in the betterment of airports or aviation in its entirety.

Corporate Award of Excellence: The “Corporate Award of Excellence” is presented to a company whose professionalism and recent contributions to the association and the airport industry have made a significant difference in fostering aviation.

Award of Distinction: The SWAAAE “Award of Distinction” was created to recognize those few members of the association who have served the association and/or promoted aviation with uncommon dedication. Although this award criterion is not specific, the accomplishments of previous recipients should be considered in comparison to those of future candidates for the award.

Timeline
- July/August of previous year – Conference Chair selects conference vice chair and begins seeking committee volunteers. Obtain President’s approval of committee members.
• January/February of current year – Request nominations from organization’s members. Provide a closing date for submitting nominations.

• February through May of current year – Continue to solicit nominations. Collect and confidentially review and approve award nominees via committee communication and vote immediately after established closing date.

• June of current year, or at least 30 days prior to summer conference – place order for plaques and verify awardees will be present for acceptance.

• Summer conference - Present awards to awardees during banquet.

Miscellaneous Notes

This document was updated by the FY18/19 Chair of the Awards, Resolutions, and Recognition Committee Corrine Nystrom, A.A.E.