Every year, the Florida Department of Transportation is proud to recognize superior achievement by presenting an award in honor of the Commercial Service Airport of the Year. Any airport, airport authority, local or federal government official, consultant, contractor, industry partner, or FDOT staff who wishes to make a nomination may submit a written nomination to Michael McDougall, Aviation Communications Manager, by mail (Aviation Office, 605 Suwannee St., MS-46, Tallahassee, FL 32399-0450) or e-mail (Michael.McDougall@dot.state.fl.us).

All nominations must be received by FDOT no later than May 31st of each year in order to be considered for that year. FDOT will present a certificate honoring the recipient in each award category at the Statewide CFASPP Steering Committee Meeting held in conjunction with the FAC Annual Conference and Exposition.

To be considered eligible for the Commercial Service Airport of the Year, an airport must meet all the following criteria:

* **Be geographically located within the State of Florida as part of the Florida Aviation System Plan (FASP); and**
* **Be recognized as a Commercial Service Airport by FDOT**

To nominate one of Florida's Commercial Service airports as Commercial Airport of the Year, describe how the airport excels in the following areas:

**Safety**

* Approach standards for each active runway;
* Primary surface for each active runway;
* General condition of each runway surface;
* Secure terminal and airfield;
* Emergency procedures, facilities and equipment;
* Proper and correct airfield signage and marking.

**Aesthetics**

* General appearance of the airport and the impression left from arrival or departure by air or auto, including but not limited to, building appearance, landscaping, grounds maintenance, auto access roads, and parking areas;
* Friendliness, courtesy, cooperation, and efficiency of airport staff.

**Airport Management**

* Innovative programs;
* Active participation by airport management to maximize service to the traveling public;
* Financial stability and optimum use of resources;
* Knowledge of and compliance with state and federal rules and regulations;
* Adequacy and currency of airport master plan, and compliance with existing master plan;
* Completeness and financial feasibility of Joint Automated Capital Improvement Program data.

Please include 3-5 pictures of the airport in JPEG format and complete the requested General Information Section of the nomination form using the Narrative Section. Electronic File Sharing is available for large files through the FDOT File Transfer Appliance. The FTA offers the ability to send large files securely. Please contact Michael McDougall at 850-414-4512 for additional information.

**GENERAL INFORMATION**

**Nominee:**

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|       |
| Airport Name |
|       |  |       |  |       |
| Address |  | City |  | Zip |
|       |  |       |  |       |
| Airport Contact |  | Phone |  | Email |
|  |  |

**Nominator:**

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Your Name |  | Phone |
|       |  |       |  |       |
| Address |  | City |  | Zip |
|       |  |  |
| Email |  |  |  |  |
|  |  |

**(Attach Narrative on Page 3)**

**NARRATIVE**

(Maximum 500 words)