

STANDARD PROCEDURE

Aviation Authority

Number: S901.09

Effective: 06/01/90

Revised: 10/05/22

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SUBJECT: PROCEDURES FOR THE
ACCOMMODATION OF THE
NEWS MEDIA ON ASSIGNMENT
AT TAMPA INTERNATIONAL
AIRPORT OR OTHER AUTHORITY
FACILITIES

PURPOSE: To establish procedures that enable the news media to conduct assignments at Tampa International Airport or other Authority facilities.

GENERAL:

- A. The news media will have the same access as extended to the general public in the Main Terminal. The news media will not be allowed to interfere with the pedestrian or vehicle flow of the general public or with airline, airport, tenant, and concessionaire operations.
- B. The Authority recognizes the news media's need to carry out assignments and, on some occasions, may escort members of the news media to locations that are restricted to ticketed passengers only or require badged employee access. Communications will determine when this is appropriate for news media access and will coordinate escort to these locations.
- C. News media personnel will obtain prior approval from the Authority, airline, tenant, or concessionaire having jurisdiction to enter any privately-occupied or restricted areas of Tampa International Airport or other Authority facilities.
- D. As a courtesy, news media representatives are asked to advise Communications when they are on Authority property covering a story.
- E. Any individual or organization looking to hold a news conference on airport premises must submit the following information to Communications@TampaAirport.com and coordinate the dissemination of a press release with Communications at least 24 hours in advance of such event:
 - 1) Event proposed time, date, and location
 - 2) Name of the organization submitting request
 - 3) Topic and speakers
 - 4) Justification for event being located on Authority property
 - 5) Requestor's contact information

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First amendment-related requests and other activities where media is invited are subject to Authority Rules and Regulations, Policies and Standard Procedures regarding first amendment activities.

NEWS MEDIA PARKING FACILITIES: News media representatives on assignment at Tampa International Airport have the option of parking in either the Short Term or Long Term Parking Garage at no cost. Members of the news media must bring their parking tickets to a Guest Services Representative at the information kiosk on the Transfer Level (third floor of the Main Terminal building) or see any member of Communications for ticket validation.

Accommodations for news media parking are subject to change due to construction, special events, and changes in security procedures. Communications will notify the news media when procedures change. Alternate parking arrangements will be provided if possible.

Parking for out-of-town assignments or personal business is prohibited.

PROCEDURES:

- A. The news media, in reporting news of an aircraft emergency, accident or other incidents at Authority airports, is requested to release incident details with prudence until information can be confirmed by Authority staff. As official information is available, initial reports will be confirmed.
- B. News media representatives will report to the Main Terminal Event Space or another designated location as determined by the Vice President of Communications, in coordination with the Incident Commander, for all press updates. The CEO, Executive Vice President of Operations and Customer Service, Director of Public Safety and Security/Police Chief, Vice President of Communications or their designees will be prepared to:

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1. Inform the news media of any confirmed information.
 2. Provide news media personnel with contact information for outside agencies involved in the incident.
 3. Stay in contact with the Emergency Operations Center, Joint Information Center, and Family Assistance Center to obtain and provide information relating to the incident.
- C. For information concerning these procedures or accident/emergency situations, contact the Vice President of Communications by calling (813) 220-4200.

APPROVED: Joe Lopano

DATE: 10/5/22