

OPERATING DIRECTIVE

Hillsborough County
Aviation Authority

Number: D901.01.03

Effective: 10/10/82

Revised: 12/05/02

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Subject: Surveying/Polling on Authority
Property

PURPOSE: To establish procedures that will govern all surveying/polling activities on Authority property.

GENERAL: All surveying and polling conducted on Authority property must be approved by the Director of Public Information and Community Relations or their representative.

The Director of Public Information and Community Relations will coordinate surveying/polling activities with the following:

1. Airport Police
2. Operations
3. Communication Center
4. Public Information and Community Relations
5. Other interested parties

Authorization to survey/poll on Authority property will be based upon a clear understanding that activities will in no way interfere with the safe, orderly uninterrupted use of airport facilities by airport users.

Surveys or polls may be approved when:

- A. conducted by a governmental agency .
- B. conducted by a reasonable, professional entity, where the results will be of direct benefit to the Authority .
- C. conducted by or on behalf of the Authority.

Surveys or polls will not be approved when:

- A. the poll is clearly for commercial profit (such as agencies selling results to private clients) and where there is no benefit to either airport patrons, other governmental agencies or the Authority.

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PROCEDURES:

A. At least two weeks in advance, parties interested in surveying/polling on Authority property must submit a letter of intent to the Director of Public Information and Community Relations or their representative. The letter must include the following information:

1. Date and time requested
2. Purpose
3. Duration (total number of questionnaires and expected time/number of days required to complete all surveying/polling)
4. Requested location(s)
5. Total number of people conducting the surveys/poll
6. A copy of the survey/poll

Upon receipt of this information, the Director of Public Information and Community Relations or their representative will determine whether or not survey/polling authorization will be granted.

- B. All parties, with the exception of students working on class projects, will be required to submit proof of comprehensive general liability insurance in an amount to be determined by the risk manager depending on the scope of the surveying/polling activities.
- C. All parties, including students working on class projects, must sign the Authority's hold harmless agreement.

APPROVED: /s/ Louis E. Miller DATE: 12/05/02