

LOBBYIST REGISTRATION

All lobbyists are required to register or re-register with the Greater Orlando Aviation Authority each calendar year or report if lobbying for a particular principal has been discontinued. Registration or re-registration should be received by the Authority no later than January 2 of the calendar year in which the lobbyist anticipates to lobby, or before lobbying occurs, whichever is earlier. All lobbyists are required to complete a registration or re-registration form for each principal that the lobbyist represents, a copy of which is enclosed. The forms should be mailed or faxed to:

Senior Director of Administration
Greater Orlando Aviation Authority
One Airport Boulevard
Orlando, FL 32827-4399

Fax: (407) 825-2526

All lobbyists shall provide written notice detailing each instance of lobbying to the Senior Director of Administration within seven days of the lobbying. The notice shall include the name of the lobbyist, the name(s) of each principal represented in the course of the particular contact and the topic(s) of the lobbying contact.

All lobbyists should review the attached organizational policy 180.01 for lobbying activities to understand under what circumstances lobbying is prohibited.

On or before April 1 of each year, all lobbyists shall submit to the Aviation Authority a statement that lists all expenditures incurred for the purpose of lobbying for each principal that the lobbyist represented during the preceding calendar year. A copy of the Authority's Lobbyist Expenditure Report is enclosed. One expenditure(s) report should be completed for each principal represented. The expenditure(s) reported should be those incurred by the lobbyist, not the principal.

All lobbyists shall notify the Aviation Authority when lobbying for a particular principal is discontinued, in order to avoid appearance of non-compliance with the lobbying policy. The notification form to cease lobbying for a particular principal is enclosed.

If you have any questions, please do not hesitate to call Alice Young, Records Management Administrator, phone number (407) 825-2060.