

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 Aviation Authority no later than January 1 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 form for each principal that the lobbyist represents, a copy of which is enclosed. The registration form should be mailed or faxed to:

Chief Administrative Officer
Greater Orlando Aviation Authority
One Jeff Fuqua Boulevard
Orlando, FL 32827-4399
Fax: (407) 825-3355

All lobbyists will provide written notice detailing each instance of lobbying to the Chief Administrative Officer within seven days of the lobbying. The notice must 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. Lobbyists may elect to “sign-in” at the reception area of their respective meeting building, in lieu of completing a Notice of Lobbying.

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 will 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 Aviation Authority's Lobbyist Expenditure Report is enclosed. One expenditure(s) report must 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 Specialist, at (407) 825-2060.