

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 emailed to lobbyist@goaa.org or mailed to:

Chief Administrative Officer
Greater Orlando Aviation Authority
One Jeff Fuqua Boulevard
Orlando, FL 32827-4399

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 Lindsey Merced, Records Management Clerk, at (407) 825-3146.

OBJECTIVE To provide a uniform policy for the monitoring and regulation of the activities of Lobbyists dealing with the Aviation Authority. Compliance with this policy is the sole responsibility of the Lobbyist.

DEFINITIONS **Lobbyist.** Any individual, entity or legal counsel who on behalf of another individual, firm, association, business or organization engages in Lobbying activities as defined below. Further, Lobbyist means any principal of any such business entity, or any employee of a principal, when communicating with governmental agencies is a primary or substantial part of the employee's ongoing job responsibilities. Aviation Authority officials, employees, attorneys or other consultants operating under an existing contract with the Aviation Authority, or representatives of other governmental entities, acting in that official capacity shall not be considered a Lobbyist for purposes of this policy.

Lobbying. Communicating with Aviation Authority staff or Board members directly or indirectly to seek to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any action, resolution, agreement, recommendation, decision or other foreseeable action to be made by staff members or the Board. Lobbying shall include all such communications, regardless of whether initiated by the Lobbyist or another individual and regardless of whether verbal, written or electronic, however, shall not include appearance by a Lobbyist before the Board or Aviation Authority committee at a duly noticed meeting.

Notwithstanding the foregoing, it shall not be deemed Lobbying for the purposes of this policy for an attorney to represent any client in connection with an existing contract with the Aviation Authority or in connection with the negotiation of any contract with the Aviation Authority.

Expenditure. A payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a Lobbyist, principal, or other entity for the purpose of Lobbying.

REGISTRATION AND RE-REGISTRATION OF LOBBYISTS All Lobbyists shall register and re-register each year prior to any Lobbying activities. Lobbyists will register with the Director of Board Services using designated forms. Each Lobbyist who ceases Lobbying for a particular principal shall file a written notice of withdrawal with the Director of Board Services within seven (7) calendar days of such withdrawal.

FORMS

The Chief Executive Officer may prescribe forms for the registration and re-registration of Lobbyists and may require, at a minimum, the following information:

- The Lobbyist's name and business address
- The name and business address of each principal
- The specific areas of the principal's governmental interest
- Where the principal is a corporation or association, the name of the Chief Executive Officer
- Where the principal is a general partnership or joint venture, the names of all general partners
- Where the principal is a limited partnership, the name of the general partners and limited partners
- Where the principal is a trust, the names of all trustees and beneficiaries
- Except where the principal is an entity whose securities are traded in a public stock exchange, where the principal is a partnership, joint venture, corporation, association, trust or non-governmental entity other than a natural person, the names of all natural persons holding, directly or indirectly, a five (5) percent or more ownership interest in the entity; and
- Disclosure of any business, professional, or familial relationship that the Lobbyist or any employee of the Lobbyist may have with any Aviation Authority staff and/or Board members.

PROCEDURES

Record of Lobbying Contacts. In an effort to streamline the availability of lobbying information, members of the Board and employees, excluding the Mayors of the City of Orlando and Orange County, are urged to hold all Lobbying meetings with Lobbyists at the Aviation Authority offices. A Lobbyist sign in record will be maintained at the Aviation Authority's executive offices, the Authority Annex building, the Aviation Authority's Engineering and Construction building, Purchasing Department building, Maintenance building and the Administrative offices at the Orlando Executive Airport. In the event a Lobbyist meets with a Board member or employee and engages in Lobbying at a location other than the Aviation Authority offices, the Lobbyist shall file a Notice of Lobbying detailing each instance of Lobbying to the Director of Board Services on the form promulgated by the Chief Executive Officer within seven (7) calendar days of such Lobbying.

Statement of Lobbying Expenditures. On or before April first of each year, all Lobbyists shall submit to the office of the Director of Board Services, a statement listing all expenditures incurred by the Lobbyist during the preceding calendar year for the purpose of Lobbying.

Prohibition of Lobbying. Lobbying any Aviation Authority staff who are members of any committee constituted for the purposes of ranking proposals, letters of interest, statements of qualifications or bids and thereafter forwarding recommendations to the Board and/or Board members from the time that a Request For Proposals, Request For Letters of Interests, Request for Qualifications or Request For Bids is released to the time that the Board makes an award is prohibited and may result in penalties, as described in Policy Section 180.03.

Former Members of the Board and Employees. No former member of the Board, employee may engage in Lobbying until the expiration of a period of six (6) months following the vacation of office or termination of employment. This rule shall not prohibit a former employee from participating in a contract or a bid or proposal for the award of a contract to provide services to the Aviation Authority within the former employee's professional expertise so long as the former employee did not participate in the review or recommendation for award of any contract to the company or firm that employed him or her.

Investigation of Violations, Penalties, Validity of Actions. Following an allegation that any part of this policy has been violated, the General Counsel, Chief Executive Officer, or their designees, may request immediate compliance with the policy, request further information, and may conduct such investigation as they shall deem necessary under the circumstances. The results of each investigation shall be reported to the Board.

The Aviation Authority Board may warn, reprimand or censure the violator or may suspend or prohibit the violator from Lobbying the Aviation Authority Board or any advisory body of the Aviation Authority for a period of time; provided, however that any suspension or prohibition may not exceed a period of two (2) years, and no sanction shall be imposed unless the Lobbyist allegedly in violation has been afforded reasonable notice and an opportunity to be heard. The penalties provided in this subsection shall be the exclusive penalties imposed for violation of this policy. The failure or refusal of any Lobbyist to comply with any order of the Board suspending or prohibiting the Lobbyist from Lobbying shall be

subject to lawful remedies as the Aviation Authority may pursue, including injunctive relief.

Except as described in Policy Section 180.03, the validity of any action taken by the Board or any Aviation Authority officers or employees shall not be affected by the failure of any person to comply with the provisions of this policy.

**APPROVAL AND
UPDATE HISTORY**

Last Approval Aviation Authority Board: December 9, 2020

Supersedes All Previous

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