

Metropolitan Washington Airports Authority
ORDERS & INSTRUCTIONS

SUBJECT: Metropolitan Washington Airports Authority Policy on Media Access to Airport Facilities.

1. PURPOSE

The purpose of this Order & Instruction (O&I) is to establish procedures for media access to the airport facilities at Ronald Reagan Washington National Airport and Washington Dulles International Airport.

2. DISTRIBUTION

This O&I is distributed to Airports Authority Department Managers, all air carriers, tenants, concessionaries, fixed base operators, federal inspection services, Federal Aviation Administration (FAA), Transportation Security Administration (TSA) and contractors. It is also posted on the Airports Authority website www.mwaa.com.

3. REFERENCE

Ronald Reagan Washington National Airport and Washington Dulles International Airport are operated by the Metropolitan Washington Airports Authority (the Airports Authority).

4. PROCEDURES

The Airports Authority “Media Guide” sets out guidelines for the media for covering emergency situations at the Airports. The guide also directs the media to contact the Public Affairs Office (703-417-8370) to arrange interviews with Airports Authority representatives or to gather images at the Airports. The Media Guide is posted in the “Newsroom” section on our website, www.mwaa.com.

Prior notification to the Airports Authority is requested for any interviewing, photography, videography or other media coverage at the Airport. During normal duty hours (Monday through Friday, except holidays, 8:30 a.m.-5:00 p.m.), all media requests should be directed to the Public Affairs Office (703-417-8370). After normal duty hours, contact Airport Operations directly (Reagan National: 703-417-8050 or Dulles International: 703-572-2730). In both cases, Airport Operations will ensure that the appropriate airport stakeholders are advised of the activities.

Media personnel will park all crew, equipment, and personal vehicles in the public parking lots and pay the applicable parking rates. Television and radio vehicles outfitted with live broadcast equipment (which includes “live trucks” and “satellite trucks”) may park at Ronald Reagan Washington National Airport and Washington Dulles International Airport only in areas

designated for live broadcast vehicles. These areas are identified in the Airports Authority “Media Guide,” which is posted on the Airports Authority website. All media vehicles must visibly display the media organization’s name on the outside of the vehicle or on the dashboard.

Media vehicles may park in locations other than mentioned above only if specifically authorized by Airport Operations or by the Incident Commander of an active incident on the Airport.

When reporting at an Airport, gathering footage, taking still photos, or conducting interviews, all media representatives are requested to overtly display official press identification.

The media shall not place equipment or personnel in a manner that will block or restrict movement through fire emergency escape routes and/or fire emergency exits.

5. POLICY

The following policy will be enforced for media access and activities at the Airports.

- a. Media Access: Certain areas of the terminal buildings, parking facilities, and grounds are open to the public and to the news media unless restrictions become necessary for safety, operational, or emergency reasons.
- b. Photography/Videography: The media may gather print or electronic images in these publicly accessible areas.
- c. Leased Spaces: Spaces leased by airlines, concessions, fixed base operators and other Airport tenants require consent from the tenant prior to conducting media activities in these areas. The Airports Authority cannot grant permission for media access on behalf of our tenants. These areas include, but are not limited to, airline ticket counters, ticketing queues within stanchions, baggage carousels, boarding locations and gates, including the adjacent seating areas.
- d. Placement of Equipment and Personnel: No media activities or placement of equipment or personnel may interfere with any entrance, exit, walkway, escalator, ticket counter, queue line, mobile lounge, train, security checkpoint, baggage carousel, or any Airport operation.
- e. Interviews: When conducting interviews, media should identify themselves and their media outlet. The interview process must not interfere with normal Airport operations, with people standing in lines or with Airport personnel serving customers.
- f. Live Broadcast Locations: The Airports Authority’s “Media Guide” lists locations where electronic newsgathering equipment for live broadcasts may be set up and operated. Some of these locations have electrical outlets provided for media use. No cables or wires may be run through public doorways or across any pathway which might be used by the public. Furthermore, no cables or wires may be draped above or between the

various levels of the Terminal Buildings while those buildings are open to the public. When media lighting is used to illuminate the interior or exterior of Airport buildings, an Airports Authority representative may place conditions on how much (or whether) media lighting can be used.

- g. Security Screening Areas: The security screening areas are operated by the Transportation Security Administration (TSA) in space leased for that purpose. TSA Public Affairs must grant approval for media access to the screening areas, equipment, and/or TSA employees. The Airports Authority cannot grant permission on behalf of TSA.
- h. Areas Beyond Security Screening Areas: Media representatives may gain access through the TSA screening areas, as do members of the traveling public, by having a boarding pass, being processed and subjecting themselves and their equipment to inspection. It is not a practice of the Airports Authority to issue gate passes or escort the media through or beyond the TSA checkpoint.

After properly obtaining access through the TSA checkpoint, the media may film in the common use areas beyond the checkpoint, but they may not enter the concession spaces (e.g., stores, restaurants) or the airline gate areas without permission from those tenants.

- i. Crowd Control: At times, an Airport passenger may generate a great deal of media and public attention. The Airports Authority will work with the media to establish an appropriate area for photography/videography and conducting interviews if the passenger wishes to be interviewed. We also will cooperate with the airlines if their passengers do not wish to be interviewed.


If the public must be restricted from an otherwise public area because of crowd control and safety issues, it may be necessary to restrict the media as well, but the Airports Authority will consider any possible accommodations, including a media pool.

- j. Aircraft Operating Area: It is not a practice of the Airports Authority to escort the media to the Aircraft Operating Area (AOA). Parts of the AOA can be viewed from publicly accessible areas of the Airport. In the event access is provided, the media crew must remain in compliance with existing Airports Authority, FAA and TSA regulations regarding escorted individuals.

NOTE: Anyone who enters a restricted area without authorization is subject to arrest and prosecution.

- k. Incidents and Investigations: If an incident or criminal investigation is underway, coordination of press activity will be the responsibility of the Police Department Officer in Charge, the Incident Commander and/or the Public Affairs Office representative. Filming of crime scenes, suspects, or other investigative events will be controlled by the Airports Authority Police Department.

1. The Airports Authority reserves the right to restrict media activity at any location on Airport premises if public security, safety, or operational concerns so warrant.



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Date