

**ORDERS & INSTRUCTIONS**

SUBJECT: METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
POLICY ON MEDIA ACCESS TO AIRPORT FACILITIES

1. PURPOSE

The purpose of this Orders & Instructions (O&I) is to establish procedures for media access to the airport facilities.

2. DISTRIBUTION

This O&I is distributed to Authority branch level and above, all air carriers, tenants, concessionaires, fixed base operators, federal inspection services, Federal Aviation Administration, and contractors.

3. BACKGROUND

Washington National and Washington Dulles International Airports are operated by the Metropolitan Washington Airports Authority (the Authority). The terminal buildings and parking facilities are open to the public. It is the policy of the Authority to provide the news media access to the same facilities the public uses unless restrictions become necessary for safety, operational, or emergency reasons.

The areas that are leased by the airlines and other tenants, such as ticket counters, private offices, gate hold rooms, stores, and restaurants, are under the control of those parties, and media access to those areas must be approved by the appropriate business.

4. POLICY

The 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 (703-417-8745) to arrange interviews with Authority representatives or to film at the airports.

→ Prior notification to either the Public Affairs Office or the Airport Operations Office is requested for any filming, interviewing, photography, or other media coverage at the airport. During normal duty hours (8:30-5:00), all media requests should be directed to the Public Affairs Office (703-417-8745). After normal duty hours, contact Airport ←

Operations directly. In both cases, Airport Operations will ensure that the Authority Police Department is advised of the activities.

Media personnel will park all vehicles in the public parking lots. At Terminals B and C at Washington National Airport, only television trucks may park on the upper roadway level in front of the terminal adjacent to the north terrace. If prior permission has been obtained from Airport Operations for locations other than those mentioned above, vehicles may not be left unattended in those locations without express permission from Airport Operations. A location will be selected that will minimize the impact on normal operations taking into account the filming locations, media equipment limitations, and other circumstances.

When filming at the airport, taking still photos, or conducting interviews, all media representatives are required to overtly display an approved press identification.

The media shall not stage 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 to airport facilities:

### a. Public Access

The media may film in publicly accessible areas, including but not limited to lobbies, parking lots and garages, roadways, mobile lounges, the observation deck, hallways adjacent to concessions and other common use areas. Airport boarding locations and gates, including the adjacent seating areas, are spaces leased by the respective airlines and, therefore, require their prior consent for filming.

NOTE: No filming will be permitted to interfere with any entrance, exit, escalator, ticket counter, mobile lounge security checkpoint, or baggage carousel.

### b. Interviews

When conducting interviews, the interview process must not interfere with normal airport operations. Prior to conducting an interview, the

media representatives must identify themselves, state the subject of the interview, and ask permission of the individual before conducting an interview. Media must not interfere with people standing in lines or airport personnel serving customers.

c. Security Screening Areas

The security screening areas are operated through contract by the airline in space leased for that purpose. The airlines have a policy of not permitting filming or photography in the proximity of these areas and no filming of the screen which displays the items being screened.

Filming or still photography is prohibited within 10 feet of any screening device at the airport. Filming of the screening monitors is prohibited.

Media representatives may gain access through the screening areas, as do members of the public, by being processed and subjecting themselves and their equipment to inspection.

The media may film in the common use areas beyond security screening, but they may not enter the concession spaces; i.e., stores, restaurants, etc., or the airline gate areas without permission from those operators.

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

d. Crowd Control

At times, a passenger will arrive or depart, generating a great deal of media and public attention. The Authority will work with the media to establish an appropriate area for filming and conducting interviews. We also 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 Authority will consider any possible accommodations, including a media pool, to obtain the requested coverage.



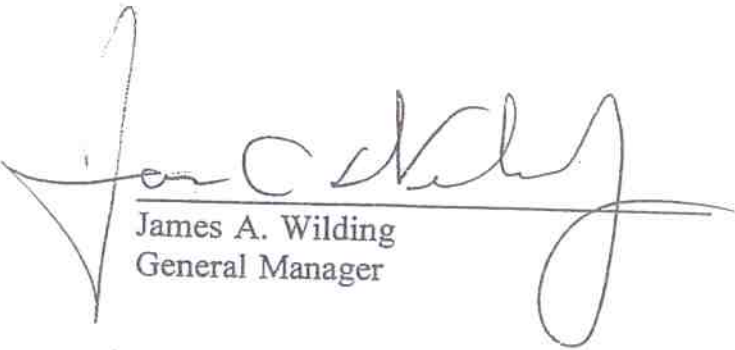
e. AOA Filming

Requests for filming in the restricted areas, including the aircraft movement areas and the aprons, will be handled on a case-by-case basis. Prior notification to the Public Affairs Office is essential to ensure adequate staffing exists to perform escort duties. Requests for access will be accommodated to the extent manpower permits. In the event of an emergency situation or other event that requires the full attention of the Airport Operations Office staff, a prearranged escort may be canceled.

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

f. Police Incidents

If a criminal investigation is underway, coordination of press activity will be the responsibility of the Police Department Officer in Charge and the Public Affairs Manager. Filming of crime scenes, suspects, or other investigative events will be controlled by the Authority Police Department.



James A. Wilding  
General Manager

2/3/1997

Date