



COLUMBUS REGIONAL AIRPORT AUTHORITY
PORT COLUMBUS • RICKENBACKER • BOLTON

Guidelines for Media Covering Port Columbus, Rickenbacker & Bolton Field Airports

Updated December 19, 2008

The Columbus Regional Airport Authority (CRAA) recognizes the valuable role that the media plays in our society and our community. The media is a key resource in sharing information with the public about the operation of Port Columbus, Rickenbacker and Bolton Field airports. The Airport Authority seeks to facilitate media coverage to the fullest extent possible as long as that coverage does not interfere with the safety, security and operation of the airports.

Media Inquiries

All media inquiries should be directed to the Manager of Communications at (614) 239-4081. The Manager of Communications, currently Angie Tabor, will answer questions and assist in arranging interviews. Every effort will be made to respond to media requests within a reasonable timeframe. If you need immediate assistance and are unable to reach the Manager of Communications, call the media line at (614) 238-7880 for a recorded message with further instructions.

Interviews with Airport Authority personnel are established by the Manager of Communications, who may handle the interview directly or designate another Authority employee to speak on a given subject. The most efficient means of scheduling an interview is to speak with the Manager of Communications. Media calls made directly to other Authority employees will be routed back to the Manager of Communications for consideration.

Parking at Port Columbus

While on media business, media outlets are permitted to park vehicles on the ticketing level's South Pad at any time to facilitate convenient, no-cost access to the terminal. The South Pad has a clearance height of 12 feet. **Prior to arriving at the airport, please call the Police Communications Center at (614) 239-4029 to arrange for a vehicle inspection on the South Pad. Someone must stay with the vehicle until it is inspected, which should take about one minute.** Once the vehicle has been inspected, a color-coded permit will be placed in the vehicle's dashboard.

Any unattended vehicle parked on the South Pad that does not have a color-coded permit is subject to immediate towing.

Media also have the option of parking their vehicles in the garage (9-foot clearance height for Level Six) or shuttle lots (11 feet, 6 inch clearance height) at normal rates and without required vehicle inspections.

Access Inside Port Columbus International Airport

The media is permitted in public circulation areas only, such as the ticketing and baggage claim areas. The Authority can not give media permission to access leased space such as airline areas or food and retail establishments. Permission to enter these areas must be arranged with the company that leases the space.

Current security protocol, as established by the Transportation Security Administration (TSA), only allows ticketed passengers through the security checkpoint. Therefore, media are not permitted access past security checkpoints and not allowed to videotape or photograph checkpoint operations without the express permission of the TSA.

Reporting Live at Port Columbus

Media are welcome to conduct live broadcasts within the terminal in the area south of Cheryl's Cookies on the ticketing level. This location provides an area to store video equipment while not in use and provides an excellent visual backdrop for the reporters as they conduct their live shots. Live shots are limited to this area so as to not impede the operations of the airport, airlines or tenants. Any cabling run to this location must be against the walls and taped down to minimize hazards. Various locations outside the terminal and on airport property are available for live shots, including the observation area on Hamilton Road.

Rickenbacker International & Bolton Field Airports

Requests for access to Rickenbacker and Bolton Field, including live shots, should be directed to the Manager of Communications.