

INDIANAPOLIS AIRPORT AUTHORITY

GUIDE
FOR MEDIA



Indianapolis Airport Authority



2008-09 media guide

Policies and procedures for reporting and news-gathering at Indianapolis International

WELCOME!

Indianapolis International Airport, owned and operated by the Indianapolis Airport Authority (a municipal corporation), is located in the heart of central Indiana.

The FAA designation for Indianapolis International Airport is IND. The primary IND service area includes the ten-county Indianapolis Metropolitan Statistical Area or MSA—Boone, Brown, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan, Putnam, and Shelby counties in addition to Madison and Monroe counties. Each of these 12 counties is within a one-hour drive of Indianapolis International Airport. According to data compiled by the U.S. Dept. of Commerce's Bureau of the Census, this region had a population of nearly 2 million in 2006. Secondary service regions include Cincinnati, Dayton, Louisville, and Chicago.

The Indianapolis Airport Authority (IAA) also owns and operates several general aviation airports in the greater metropolitan area, including:

- Eagle Creek Airpark
- Gordon Graham Field–Hendricks County Airport
- Metropolitan Airport
- Mount Comfort Airport
- Indianapolis Downtown Heliport

MEDIA INQUIRIES AND REQUESTS

All media inquiries—whether of a routine or emergency nature—should be made through and coordinated with the airport's media relations manager.

A member of IAA's Communications & Marketing Department, the media relations manager is responsible for functions including:

- Facilitating interviews with appropriate subject-matter experts for reports on airport news, air service trends, airport operations, etc.
- Authorizing requests for video and photo shoots on airport property.
- Escorting media representatives in secure areas when access is granted.
- Developing and distributing media releases and advisories regarding airport news, procedures, policies, and programs.

NOTE: For inquiries about the status of arriving or departing flights at IND, please check the status of flights online at indianapolisairport.com. Click "Check My Flight" for current flight data that is updated and refreshed every three minutes.

All requests for public information must be made in writing and should be directed to IAA's general counsel.

MEDIA CLEARANCE

To the extent possible, contact IAA's media relations manager in advance for all requests to film and/or conduct interviews on IAA properties, including:

- Date and estimated time of arrival
- Number in your crew
- Location in terminal or airport property
- Topic of report

For clearance and authorization, please contact:

Susan Sullivan, media relations manager

Desk: 317.487.5025 | Mobile: 317.437.6199 | E-mail: zsullivan@indianapolisairport.com

INQUIRIES ABOUT IAA BUSINESS PARTNERS

Indianapolis Airport Authority policy precludes the media relations manager and other IAA personnel from commenting on the operations of airport business partners, including the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), or individual airlines, concessionaires, fixed-base operators, service providers, and/or tenants.

Other than responding to general inquiries about possible aircraft in distress, passenger accommodations related to flights delayed due to severe weather, hours of operation, etc. inquiries related to an airline(s) or other airport business partner(s) should be directed to the corporate communications or public affairs office of that organization(s).

COMMERCIAL FILMING & PHOTOGRAPHY

Commercial filming and photography includes but is not limited to: feature films, documentaries, advertising and promotional spots, short films, independent ventures, staged photo shoots for magazines, etc.

Requests for permission for commercial filming and photography on IAA properties are reviewed on a case-by-case basis. Commercial requests should be made through the media relations manager. Proof of insurance may be required.

REPORTING & NEWS-GATHERING ON IAA PROPERTY

Media clearance and advance notification with the media relations manager is requested whenever reporters, photographers, and media crew members will be on

Indianapolis Airport Authority properties for routine and emergency reporting and news-gathering purposes.

All reporters, photographers, and media crew members are required to display their organization's credentials at times. All should carry government-issued photo IDs.

No on-site storage of photography or other equipment is available.

Media access to any area, property, or facility owned and operated by the Indianapolis Airport Authority may be restricted at any time by airport officials or the Department of Homeland Security's Transportation Safety Administration (TSA) officers and personnel.

In the event of local or national security breaches, heightened security alerts, security threats, and/or related incidents, TSA and airport officials will work together to respond to all media inquiries and requests.

For information related to airport security, security policies, security equipment, security screening of passengers and/or baggage, requirements for carry-on luggage including the 3-1-1 rule, traveling with firearms, laptop computers, and more, please visit www.tsa.gov.

PRE-SECURITY (PUBLIC) AREAS

In general, members of the media may conduct live or taped interviews and capture B-roll in any pre-security public airport area with advance notification and coordination by the media relations manager.

When conducting passenger interviews—especially during peak travel times including early morning business flights, holidays, Spring Break, etc.—media are asked to observe the following:

1. Please do not position reporters and cameras in high-traffic pedestrian areas, including near building entrances and exits.
2. Please do not impede airline and security personnel who are processing passengers for departing flights.

POST-SECURITY (NON-PUBLIC) AREAS

In general, no post-security media access will be granted unless compelling circumstances exist.

On those occasions in which post-security media access is requested, contact the media relations manager who will, in turn, interface with airline, airport, and/or TSA officials as required.

When post-security access is granted, all reporters and photographers must be escorted at all times by a properly credentialed airport, airline, and/or security official.

MEDIA PARKING

Complimentary short-term parking for TV live trucks is permitted. Designated parking for live trucks is north of the terminal, beyond the covered weather canopy, on the Upper/Departures Level drive. Authorized live trucks in this area may be unmanned with advance notification to the media relations manager. (See Exhibit 1 for map).

No other media vehicles, marked or unmarked, may park in this area.

Live trucks are subject to inspection by Airport Police Department personnel, including public safety officers. All live trucks parked in this area will meet the criteria for remaining 300 feet from the terminal. Booms may not exceed 50 feet.

Photographers, reporters, and other media crew members who do NOT arrive at the airport in a live truck should park in the garage. Media vehicles and trucks parked in the garage or any public surface parking lot may be unmanned.

No complimentary media parking in the garage is available nor will parking be validated for members of the media at Guest Services. Marked and unmarked media vehicles parked in an unauthorized area and/or without advance approval will be towed.

POWER & TECHNOLOGY

Built-in fiber ports will be available to all TV stations on a first-come, first-served basis with advance notice to the media relations manager.

These units provide high-capacity power and data technology. Removable voltage dividers allow custom wiring configurations, including feeding two or more adjacent compartments with a single conduit. Data panels can accommodate jacks from many equipment manufacturers. No Cat 6 copper cable is available in any of the ports. Cable TV service at each floor and wall box is planned and under negotiation.

There are four locations where fiber ports are available near and in the passenger terminal.

1. **A locked aluminum exterior cabinet on the Departures Level drive.**
Live trucks can pull into the concrete cut-out along the curb just past the northern-most terminal vestibule/entrance. This area is 300 feet from the terminal building as required by federal security regulations. This cabinet will contain ports with 90 strands of SMFO cable with ST connectors; six (6) strands per TV station times five (5) to three (3) locations. There will be 34 XLR audio connectors (17 male, 17 female) and 22 coaxial cables with BNC connectors.

2. **Five unlocked floor boxes just inside the northern-most Ticketing Hall vestibule/entrance.** These boxes are embedded in the floor along the glass wall looking onto the North Garden. Each box contains ports with six (6) strands of SMFO cable with ST connectors; two (2) XLR audio connectors (1 male, 1 female); and two (2) coaxial cables with BNC connectors. In addition, each box contains one (1) spare coaxial cable. The fifth box will function as a spare when the other four are in use.
3. **A locked, wall cabinet on the southwest end of Civic Plaza.** The cabinet is just around the corner from the elevators. This cabinet contains five (5) TV station ports, each consisting of six (6) strands of SMFO cable with ST connectors; two (2) XLR audio connectors (1 male, 1 female); and two (2) coaxial cables with BNC connectors. The faceplate at the bottom of the cabinet provides two (2) spare XLR audio connectors (1 male, 1 female); one (1) spare coaxial cable with BNC connector and up to two (2) cable TV connections when and cable service is activated.
4. **A locked, flush-mounted wall cabinet inside the Board Room.** The IAA Board Room is located on the fourth floor above the Guest Services center on the south of Civic Plaza. To reach the Board Room, take the elevators on the far south end of the Ticketing Hall to the fourth floor. This cabinet contains five (5) TV station ports, each consisting of six (6) strands of SMFO cable with ST connectors; two (2) XLR audio connectors (1 male, 1 female); and two (2) coaxial cables with BNC connectors. The faceplate at the bottom of the cabinet provides two (2) spare XLR audio connectors (1 male, 1 female); one (1) spare coaxial cable with BNC connector and up to two (2) cable TV connections when and cable service is activated.

AUTHORIZATION TO USE FIBER PORTS

For authorization to utilize the airport's fiber ports during and after business hours (including evenings, weekends, and holidays), contact the media relations manager.

The media relations manager will ensure that on-duty personnel are informed and that use is authorized. On-duty personnel will also unlock cabinets when authorized requests are received.

CABLES & LIGHTING

From any of these locations, media crews may string cables a maximum of 15 feet to get desired visuals. Cables run across flooring in public areas should be taped. Avoid running cables in high-traffic pedestrian areas whenever possible.

No cables may be run along the fourth floor walkway above Civic Plaza from the Board Room to the eastern glass wall overlooking the aircraft apron. Battery-operated handheld, portable equipment must be used for this purpose. No wall-mounted power outlets are available in this area.

In general, no stand-alone or other lighting units may be used inside the terminal unless express permission is received. All requests to stage lighting units for the purpose of video shoots or photo sessions must be approved by the media relations manager.

TELEPHONE NUMBERS

INDIANAPOLIS INTERNATIONAL AIRPORT (IND)

7800 Col. H. Weir Cook Memorial Drive

Indianapolis, IN 46241

<i>Media Relations</i>	317.487.5025 (desk) 317.437.6199 (mobile)
<i>Guest Services Center</i>	317.487.7243
<i>Airport Administration</i>	317.487.9594

TRANSPORTATION SECURITY ADMINISTRATION (TSA)

National Public Affairs Office 571.227.2829

FEDERAL AVIATION ADMINISTRATION (FAA)

Media Relations Office (day) 847.294.7427

Media Relations Office (after-hours) 847.294.7410

AIRLINES SERVING IND

For detailed information about a specific airline, please contact their headquarters.

Air Canada	Corp. Communications	514.422.2262
AirTran	Public Relations	678.254.7448
American Airlines	Media Relations	817.967.1577
Continental Airlines	Corp. Communications	713.324.5080
Delta Air Lines	Corp. Communications	404.715.2554
Frontier Airlines	Corp. Communications	720.374.4504
Northwest Airlines	Corp. Communications	612.726.2331
Southwest Airlines	Corp. Communications	214.792.4847
United Airlines	Media Relations	312.997.8640
U.S. Airways	Media Relations	480.693.5729