



## **SYRACUSE REGIONAL AIRPORT AUTHORITY LOBBYING CONTACTS POLICY**

### **Purpose**

This document formalizes the policy of the Syracuse Regional Airport Authority (the “Authority”) with respect to the Authority’s program for recording lobbying contacts in compliance with the requirements of Section 2897(4) of New York Public Authorities Law, as amended, and Sections 139-j and 139-k of New York State Finance Law, as amended, and advises members, officers, management and staff of their responsibilities with respect to communication with lobbyists in furtherance of the Authority’s commitment to ensure transparency and accountability of its operations. These reporting responsibilities are in addition to (and not in lieu of) the responsibilities of members, officers, management and staff in following procedures to implement the requirements of Sections 139-j and 139-k of New York State Finance Law, as amended, also known as the Procurement Lobbying Law. The Authority is also required to file periodic lobbying reports with the New York State Joint Commission on Public Ethics as required by Article 1-A of the New York Legislative Law, as amended. Article 1-A of New York Legislative Law, as amended, also prohibits registered lobbyists from offering or giving gifts to public officials or their spouses or their unemancipated children except that this prohibition does not apply to members of the Authority who serve without compensation unless the lobbyist has matters pending before the Authority.

### **Definitions**

For purposes of this Policy, the following terms shall have the following meanings:

The term “Authority” means the Syracuse Regional Airport Authority.

The term “client” shall mean every person or organization who retains, employs or designates any person or organization to carry on lobbying activities on behalf of such client.

The term “Lobbyist” shall mean every person or organization retained, employed or designated by any client to engage in Lobbying. The term “Lobbyist” shall not include any officer, director, trustee, employee, counsel or agent of the state, or any municipality or subdivision thereof of New York when discharging their official duties; except those officers, directors, trustees, employees, counsels, or agents of colleges, as defined by Section 2 of New York Education Law, as amended.

The term “Lobbying” means and includes any attempt to influence:

(i) the adoption or rejection of any rule or regulation having the force and effect of law by the Authority;

(ii) the outcome of any rate making or contract being considered by the Authority; and

(iii) the Authority’s conduct or decision regarding any governmental procurement, as defined in and subject to Sections 139-j and 139-k of New York State Finance Law, as amended.

The term “Contact” or “Contacted” means any conversation (either in person or by telephone or other remote means) or correspondence between any Lobbyist engaged in the act of Lobbying and any person within the Authority who can make or influence a decision on the subject of the Lobbying on behalf of the Authority, including but not limited to the Authority’s members and officers.

### **Policy**

It is the policy of the Authority to maintain a record of all Lobbying Contacts made with the Authority. Accordingly, each member, officer, staff or employee of the Authority who is Contacted by a Lobbyist shall make a contemporaneous record of such Lobbying Contact. Such record shall include the day and time of the Contact, the identity of the Lobbyist and a general summary of the substance of the Contact.

### **Procedure**

Each record of a Lobbying Contact shall be made on a form provided by the Authority for such purpose and shall be submitted to the Authority’s Ethics Officer who shall maintain records in accordance with the requirements of Section 2987(4) of New York Public Authorities Law, as amended, and Sections 139-j and 139-k of New York State Finance Law, as amended.

**Adopted by Resolution No. 17 of 2012, August 10, 2012**