


BRADLEY AIRPORT LEAFLETING AND PICKETING POLICY

POLICY NO. 2014 – OPS-03	DEPARTMENT: OPERATIONS	
APPROVED BY: CAA BOARD	EFFECTIVE DATE: 12/5/2014 UPDATED:	BOARD APPROVAL DATE: 10/22/2014 PAGES: 1

Policy:

I. STATEMENT OF PURPOSE AND GENERAL GUIDELINES

(a) Restrictions on activities in this Policy are intended to preserve the aesthetic qualities of the airport, avoid blight and clutter, avoid disrupting airport activities and operations, avoid duress upon passengers and patrons and promote their safety, and avoid pedestrian traffic congestion, in keeping with the primary purpose of the airport as a facility for air travel.

(b) The provisions of this Policy shall be enforced without regard to race, religion, gender, sexual orientation, or identity of the person or organization seeking to engage in activities or the content of the message sought to be communicated.

(c) All activities described in this Policy shall be conducted:

(1) In compliance with this Policy;

(2) In the peaceful and orderly manner contemplated by law, without physical harm, molestation, threat or harassment of other persons, and without obscenities, violence, breach of the peace, damage to property or other unlawful conduct; and

(3) Without obstructing the use of the airport by others and without hindrance to or interference with the proper, safe, orderly, and efficient operation of the airport

and the activities conducted thereupon, and without interference with the constitutional rights of others.

II. LEAFLETING

(a) "Leafleting" shall mean the repetitive or continuous distribution of printed or written material.

(b) Leafleting in the passenger terminal is permitted only upon compliance with this Policy and only in areas designated by the Connecticut Airport Authority (the "CAA"). Permitted leafleting shall only include distribution of non-commercial printed or written materials.

(c) The CAA has determined certain areas of the passenger terminal are the only areas of the airport that provide a reasonable opportunity for leafleting without excessively disrupting pedestrian traffic through the passenger terminal. Leafleting areas are designated as the area to the left of the American Airlines/US Airways baggage claim offices and the area across from baggage claim carousel #2, and may be changed due to remodeling or construction, emergency conditions, or other events.

III. PICKETING

(a) "Picketing" shall mean participating in a picket line as a picket or taking part in any labor or other form of demonstration or protest.

(b) Picketing is permitted only upon compliance with this Policy and only in areas designated by the CAA.

(c) The CAA has determined certain areas of the airport be the only areas that provide a reasonable opportunity for picketing without excessively disrupting pedestrian traffic through the passenger terminal. Picketing areas are designated as the lower level outer sidewalk and the upper level sidewalk of the terminal, and may be changed due to remodeling or construction, emergency conditions, or other events.

IV. PERMITTING PROCESS

(a) Any person or organization desiring to engage in leafleting or picketing at the airport shall first obtain a written permit from the CAA. Permit applications should be submitted at least three (3) business days prior to the requested activity. Applications will be accepted Monday through Friday, excluding holidays, between 9:00 A.M. and 4:30 P.M. The written request should include:

(1) The event name and purpose.

(2) Dates and time of Event.

- (3) The full name, street mailing address (not a post office box number) and telephone number of the person or organization sponsoring, promoting, or conducting the activity.
- (4) The full name, street mailing address (not a post office box number) and telephone number of the person applying for the permit.
- (5) A statement that there will be no solicitation performed by those carrying out the activity.
- (5) A statement in writing by a responsible representative or participant, indicating he/she has read and understands the CAA Leafleting and Picketing Policy and the organization or participant intends to abide by the requirements.

Alternatively, a Permit Application Form is available for download in the "Contact Us" tab on the CAA website at www.ctairports.org.

The requested information should be submitted to:

Ms. Jody Slayton at jslayton@ctairports.org or via fax at 860-627-3594.

(b) The Executive Director, or a designee, shall review the application and the Director of Administration shall issue a permit or notify the applicant in writing why issuance is delayed or denied. A permit shall not be granted or denied based upon content of any non-commercial message. Failure to issue a permit within twenty-four (24) hours, exclusive of weekends, constitutes denial. The applicant may seek review of denial by following the procedure in Section IV(c), below. The permit will designate that the holder is eligible to conduct activities at the airport for seven (7) consecutive days and may be renewed on a week-to-week basis up to a maximum of one (1) month. At the end of the one (1) month period, the person or organization must reapply to continue, and may incorporate by reference any previous application. Permits are not transferable.

(c) Within ten (10) days of denial as described in Section IV(b), above, the applicant may request review of the denial. Such request shall be sent to the Executive Director by certified mail at the following address:

Bradley International Airport
Administration Office
Terminal A, 3rd Floor
Windsor Locks, CT 06096

The request shall specify all reasons why the decision of the Executive Director should be changed or modified. Within ten (10) days of receipt of the request for review, the

Executive Director shall send a written decision by certified mail to the person requesting review.

(d) Activities referred to herein shall be conducted strictly in conformity with the terms and conditions set in the permit issued by the Director of Administration and this Policy.

(e) No more than two (2) persons may engage in a permitted leafleting activity in any one designated area at any time, and no more than ten (10) persons may engage in a permitted picketing activity, at any time as follows: six (6) persons on the lower level outer sidewalk and four (4) persons on the upper level sidewalk of the terminal.

(f) No permit holder has the right to exclusive use of any designated area. Authorization for use of areas designated for the permitted activity shall be granted daily on a "first come, first served" basis. If two (2) or more persons or organizations seek to conduct activities described herein at the same time, the Executive Director, or designee, shall allocate, by lot or other equitable method, the available designated areas or space on a daily basis.

(g) Any organization or person issued a permit shall ensure that all persons engaged in the permitted activities carry at least one form of identification with photo: (1) state driver's license; (2) state identification card; (3) military identification card; (4) Passport; or (5) other photo identification approved by the Executive Director. The person or persons who will supervise and be responsible for the activity shall be responsible for ensuring that each participant has proper identification, and shall maintain a record showing dates and times each participant is engaged in the permitted activity.

(h) All persons engaged in permitted activity shall wear and prominently display an identifying badge on the upper clothing in a manner clearly visible to the public during all times he/she is engaged in the permitted activities. The identifying badge shall be provided by the organization or person holding the permit and should indicate the participant's name, and indicate the permit holder's name or organization name if permit holder is an organization.

(i) Signs or placards on staffs, poles or sticks are strictly prohibited. Informational placards may be worn while picketing in the designated picketing areas and must be removed when entering the terminal to use the lavatories or food facilities.

(j) Because public safety announcements are frequently made over the airport public address system, no voice amplification system will be allowed.

(k) The parking of cars for individuals associated with permitted activity is restricted to public parking only and under the same terms and conditions which apply to the public. Displays or placards will not be permitted in any parking lot or parking garage nor worn while on an airport parking shuttle bus.

V. VIOLATIONS BY PERMIT HOLDERS

(a) Violation of any provision of Section IV shall cause termination of the permit. The Executive Director shall give notice of termination to the holder of the permit by certified mail to the address shown on the permit, indicating the reason for termination. Upon termination the person or organization is not eligible to obtain a permit for six (6) months.

(b) Within ten (10) days of termination as described in Section V(a), above, the applicant may request review of the termination. Such request shall be sent to the Executive Director by certified mail and shall specify all reasons why the decision of the Executive Director should be changed or modified. Within ten (10) days of receipt of the request for review, the Executive Director shall send a written decision by certified mail to the person requesting review.

VI. REVIEW OF DECISIONS OF THE EXECUTIVE DIRECTOR

The decision of the Executive Director is final unless within ten (10) days from the Executive Director's decision the applicant submits a written notice of appeal to the CAA Board of Directors (CAA Board). No further evidence shall be presented, and only the written records shall be available to the CAA Board, which shall decide the matter at the next regularly-scheduled meeting after receipt of notice of appeal. The CAA Board shall notify the parties of its decision by certified mail. The decision of the CAA Board is final.

VII. PROHIBITED CONDUCT

The following activities are prohibited at the Passenger Terminal without written authorization from the CAA:

- (a) Sale or distribution of any goods or merchandise, including but not limited to, jewelry, foodstuffs, candies, flowers, badges, and clothing; or
- (b) Sale of flyers, brochures, pamphlets, books or any other printed or written material; or
- (c) Solicitation of funds, money, or any other thing of value; or
- (d) Sale of any service; or
- (e) Sale of any raffle ticket or entry in a game of chance; or
- (f) Conduct of a game of chance; or
- (g) Conduct that obstructs, delays, or interferes with the free movements of any other person; to pin, tie, or attach any object to the person, clothing, luggage, or vehicle of

any person without their consent; to assault or commit battery on any person; or to obstruct and interfere with the conduct of authorized business at the airport; or

(h) Use of any musical instrument, noise-making device, sound, or voice-amplifying apparatus, singing or chanting, or doing anything which reduces the effectiveness of the public-address system or interferes with business functions of the airport; or

(i) Placement of a table, bench, chair, sign, or other structure on airport property unless permitted by the CAA; or

(j) Distribution of literature or other goods, or the display of signs or other printed matter, at the airport without a required permit; or

(k) Distribution of literature or other goods, or the display of signs, at the airport after the required permit is terminated or expires; or

(l) Intentionally leaving any item intended for distribution unattended; or

(m) Activity which constitutes a danger to persons or property, or which interferes with waiting lines, or which interferes with any of the following: pedestrian or vehicular travel; the issuance of tickets or boarding passes or equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to or exit from vehicles, elevators, escalators, doorways, or passageways; security procedures; government inspection procedures; cleaning, maintenance, repair, or construction operations; or

(n) Conduct which falsely indicates or represents, or attempts to falsely indicate or represent that a person represents the CAA; or

(o) Conduct which misrepresents the identity of an individual or organization for which the individual is performing the permitted activities; or

(p) Solicitation of customers for a commercial enterprise; or

(q) Bringing alcoholic liquor onto the airport property.

VIII. ACTIVITIES DURING EMERGENCIES

(a) The Executive Director, or designee, may declare an emergency because of unusually congested conditions due to adverse weather, schedule interruptions, or extremely heavy traffic movements or for emergency security. In the event of such an emergency, an announcement shall be made asking any authorized person picketing or distributing literature in an area affected by the emergency to immediately cease such activities for the duration of the emergency.

(b) As soon as the Executive Director, or designee, announces an end to the emergency, authorized participants may resume their picketing or leafleting activities.