



Syracuse Regional Airport Authority
Authority Board Member Communications Policy

Overview

In order to comply with its record retention policy, it is the policy of the Syracuse Regional Airport Authority (the “Authority”) that Authority Board (Board) members engaging in Authority business should do so through either electronic (preferred) or written communication channels. The Authority has established the following guidelines to follow when communicating regarding Authority business.

Electronic Communication (Preferred)

Board members will be issued an official e-mail address to be used during their term of service. All official electronic communications shall be sent to this e-mail address. This includes communication from Authority staff and from other Board members. All communications related to Authority business which are originated by Board members should be sent from their official e-mail address.

All e-mail sent or received in furtherance of Authority business using an Authority e-mail address (i.e., syraairport.org or syraauthority.org), and any information or attachment within such an e-mail, shall be a record for purposes of records retention and compliance with any applicable federal or state laws, including freedom of information requests. Board members shall have no reasonable expectation of privacy regarding any e-mail or attached materials sent or received via their Authority e-mail address.

Written Communication

Each Board member will designate to the Executive Director’s office a physical mailing address to be used for official Authority correspondence. Any materials required to be transmitted to a Board member in written form shall be sent to this address. Board members shall also be responsible to advise the Authority in writing of any change to such member’s physical mailing address.

Adopted: January 15, 2016
Revised: March 15, 2019

Resolution No.: 01-2016
Resolution No.: 11-2019