



**Board Members**

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Chair

*Robert Maynard*  
Vice Chair

*Brian Householder*  
Secretary/ Treasurer

*Charles Elsea*

*Tom James*

**FAIRFIELD COUNTY PORT AUTHORITY  
MEDIA INTERVIEWS POLICY**

Adopted: March 18, 2015

**I. Purpose of the Policy**

This Media Interviews Policy sets the guidelines and requirements for officers, employees, and Board of Directors (Board) members of the Fairfield County Port Authority (Port Authority) in communicating with members of the media. This policy aims to achieve the greatest possible levels of responsiveness and consistency and accuracy in communications with the media.

**II. Spokesperson**

The Port Authority designates the Executive Director as its official spokesperson. All news media contacts should be funneled through the Executive Director's office. Where practical or appropriate, the Executive Director may designate alternate spokespersons to interact with the media.

For inquiries of members of the Board or related to Board matters, the Board designates the Chair as its official spokesperson. All news media contacts inquiring of members of the Board or related to Board matters should be funneled through the Chair. Where practical and appropriate, the Chair may designate alternate spokespersons to interact with the media.

**III. Other Port Authority Officers, Employees, and Board Members**

The Port Authority has determined that it is in its best interest to defer inquiries of all Port Authority officers, employees, and Board members to the Executive Director and the Chair, as described in Part II of this Media Interviews Policy. When approached by members of the media, Port Authority officers, employees, and Board members politely should direct the inquirer to the Executive Director or Chair. As an example of an appropriate response, such officer, employee, or Board member could say, "Thank you for your interest, but your question would be answered best by the [Executive Director/Chair], as [he/she] is our official spokesperson and will have the full details to respond to your question."