

## LOST AND FOUND POLICY

Items left or lost at the TSA security checkpoint are handled according to TSA policy. Contact TSA at 309-830-6420.

Items left on an aircraft are handled by the airline according to their own policy. Contact your airline directly.

Items lost in the parking lot or general areas of the terminal building are handled by the Airport Authority. All items turned in to the Airport Authority are logged with as much information as possible (ie date time found, area where found, etc.). For items that include a name or other contact information, Authority staff will attempt to contact the owner to make arrangements for the item to be picked up. Items will be shipped to the owner upon the owner's request and at the owner's expense (payment for shipping will be required in advance).

Individuals who have lost an item may call 309-663-7384 or e-mail [maryann@cira.com](mailto:maryann@cira.com). If the Authority has the item, arrangements can be made to pick it up or pay for the cost of shipping it. If the Authority does not have the item, we will log information about the lost item and contact information, so if the item is turned in later, we will attempt to contact the owner.

All items turned into the Authority will be maintained at least six months, except that items which are dirty or unsanitary will be disposed of immediately. The determination of whether an item is to be disposed of because it is dirty or unsanitary will be left to the sole discretion of the Authority. Any found items that consist of perishable goods will be sold via an on-line or otherwise public auction, and the proceeds from the sale will be held for the owner for either six months or one year, depending on the value of the item as below. Any expenses from the sale will first be deducted from proceeds given to the owner, and if the owner does not claim said proceeds, they will be deposited in the Authority's General Fund as miscellaneous revenue.

Items (noncash) with an estimated value of <\$100: After six months, these items will be disposed of at the discretion of Airport staff. Disposition may include donation, sale, garbage or repurpose for Airport use. All cash and proceeds from the sale of any items shall be deposited in the Authority's General Fund as miscellaneous revenue. Any electronics that may contain personal information will be factory reset to remove any personal information before donation, sale, or repurposing. If personal information cannot be removed, the items will be destroyed by Airport staff. Once items have been designated for donation, Airport staff may also take them.

Items with an estimated value of >\$100 or cash of any value: These items will be maintained for a minimum of one year. Items not claimed or returned to their owners after one year will be disposed of as determined by the Executive Director. All cash and proceeds from the sale of any items shall be deposited in the Authority's General Fund as miscellaneous revenue. Items such as jewelry and electronics may be sold via on-line auction or local pawn shop. Electronics that may contain personal information will be factory reset to remove any personal information before sale or repurposing. If personal information cannot be removed, the items will be destroyed by Airport staff. Items such as electronics or tools may be repurposed for Airport Authority use.

If an item is deemed to have a value of greater than \$5,000, additional steps will be taken as determined by the Executive Director in consultation with legal counsel. Items with a value greater than \$20,000 will be reported to the Board for input as to disposition.