

Manhattan Regional Airport

Lost and Found Policy

The official lost and found container for Manhattan Regional Airport is located at the Airport Administration Building. A supplemental container is located in the Airport Security Office. Any found or unclaimed property can be turned into the Administrative Office or the Security Office.

Procedure:

- ➔ Items found within public areas of the parking lots or terminal should be turned into the Administrative or Security Office.
- ➔ Airport staff will accept unclaimed items from TSA or the Airline providing the item has not been in their possession longer than 30 days.
- ➔ In an attempt to ensure lost items are returned to the rightful owners, persons claiming items will be asked to describe the item(s) as closely as possible.
- ➔ Employees of Manhattan Regional Airport including employees of tenants are not allowed to use, borrow, or keep items even after items have been disposed of.

Disposing of Items:

Perishable items are disposed of immediately. All other items are held for 14 days and then disposed of in the following ways:

- ➔ The following items will be turned over to the Riley County Police Department:
 - Cell phones or computers
 - Jewelry – if estimated value exceeds \$100.00
 - Cash
 - Any other items with an estimated value exceeding \$100.00If RCPD will not accept an item, the item will be disposed of.
- ➔ The following items will be shredded after 14 days:
 - Government issued ID's
 - Credit, debit or ATM cards
- ➔ All other items will be disposed of.

Manhattan Regional Airport 5500 Skyway Drive, Suite 120 Manhattan, KS 66503
Phone 785-587-4597