

## Freedom of Information Policy

1. All records of the Authority are available to the public upon reasonable request, except those identified as "not required to be disclosed" in this Policy.
2. While this Policy identifies documents "not required to be disclosed," it does not require that such documents be withheld unless disclosure is prohibited by law. The head of the office holding the records requested has discretion to make records that are not required to be disclosed available for inspection and copying.
3. Records Not Required to be Disclosed
  - A. Personal Privacy. Personnel and payroll records containing information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. The name, position, and salary of Authority employees, however, are public information.
  - B. Confidential Business Information. (1) Confidential business information of the Authority: commercial, financial, or proprietary information which, if disclosed, would harm the competitive or negotiating position of the Authority; (2) confidential business information of others: records containing commercial or financial information provided from outside the Authority if the submitter claims a privilege for the information and gives reasons protection is necessary. Examples of such records include competitive negotiation proposals, sealed bidding records, cost estimates, and business plans.
  - C. Law Enforcement and Security Records. Records compiled for law enforcement and security purposes, but only to the extent that and as long as the production of such records would (1) interfere with investigative or enforcement proceedings; (2) deprive a person of a right to a fair trial or an impartial adjudication; (3) constitute an unwarranted invasion of personal privacy; (4) disclose the identity of a confidential source and confidential information furnished only by the confidential source; (5) disclose law enforcement and security techniques and procedures not generally known outside the law enforcement community; (6) cause a suspect to flee or evade detection; (7) result in the destruction of evidence; or (8) endanger the life or physical safety of an individual.
  - D. Privileged Documents. Records subject to a generally recognized privilege, such as the attorney work product and attorney-client privilege; other documents that would not be available to a person in litigation with the Authority; and records with respect to matters customarily addressed by the Board of Directors in Executive Session.
  - E. Predecisional Documents. Records containing recommendations and advice with respect to decisions to be taken by the President and Chief Executive Officer or the Board of Directors, but only to the extent matters addressed therein are addressed in a final decision document. Documents prepared for the Board of Directors or its committees and not

otherwise exempt from disclosure will normally be made available only after they have been provided to the Directors.

4. Records will normally be provided without charge. A schedule of standard search and reproduction fees will be established, however, for requests for longer records, for a substantial number of records, and for records that are not readily identified or require a search.
5. When an exception applies to only a portion of a record, the rest of the record will be released.
6. This Policy applies to existing records only, and does not require the Authority to create a new record to compile or summarize information.
7. Records will be made available informally, without delay or procedural requirements when the obligation to release is clear. When the obligation to release is not clear, however, or whenever a requester desires formality, requests for records are handled in accordance with the following procedures.
  - A. Requests. Formal requests should be made in writing to the head of the office holding the records requested, if known; to either Airport Manager; or to the President and Chief Executive Officer. The request will be forwarded to the appropriate office for action.
  - B. Authority Response. As soon as possible, but not later than two weeks of receipt, requested records shall be made available; the requester shall be notified of reasons for delay and the anticipated time of release; or the requester shall be notified of reasons the records will not be released.
  - C. Appeals of Denial. If a request is denied or delayed, the requester may appeal the decision in writing to the Business Administration Committee by submitting the appeal to the Secretary, who is the Custodian of Records of the Authority. The Committee's decision will be administratively final.

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