

Moore County Airport Authority (“MCAA”) Public Records Procedures

Intake

1. Request for MCAA public records are requested to be in writing on the form prescribed by MCAA. The request should be addressed to MCAA with a date of submission.
2. Requests shall be forwarded to either the Airport Manager or Assistant Airport Manager.
3. MCAA shall, within three (3) business days of receipt of the records request, acknowledge receipt thereof to the requestor.
4. If MCAA finds the request to be ambiguous, overly broad or likely to require more than four hours of staff time in its fulfillment, MCAA shall contact the requestor and attempt to clarify, narrow or revise the request (provided, however, that, in these discussions, it is not permissible to ask the reason or basis for the request).
5. MCAA shall, if the request is not revised, contact the requestor with an estimate of the time and cost that will be incurred in fulfillment of the request. Prior to action to fulfill the request, MCAA shall confirm acceptance of the fees by the requestor, and, if the total estimated charge exceeds \$25.00, (a) MCAA shall require advance payment of 50% of the estimated charges and the balance shall be due prior to release of the records by MCAA. If the final charge is less than the deposit, the agency shall refund the balance to the requestor.

Service and Copying Fees

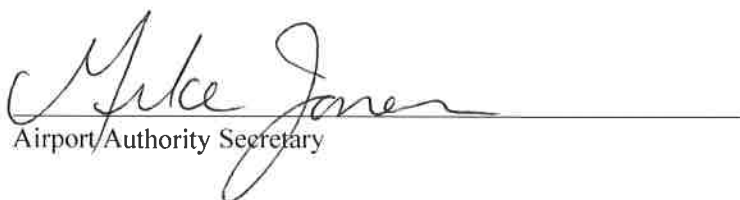
1. If a request requires more than four hours of clerical or supervisory assistance to fill, MCAA may assess a special service charge (in addition to any copying fees) for the staff time spent in excess of four hours involved in searching for, locating, collecting, sorting, copying and preparing the records to be produced. MCAA employees involved in fulfilling a public records request shall maintain detailed time records, which shall be provided to the requestor upon request, and the special service charge for clerical or supervisory assistance shall be based on the hourly pay rate (including benefits) for a permanent full-time administrative assistant (special service charges shall not exceed the actual costs incurred) Time incurred in separating confidential from non-confidential information shall not be considered in calculating response time.
2. Electronic records shall be sent via email when possible and shall otherwise be produced on a flash drive or CD provided by MCAA. The agency shall charge the actual cost of the flash drive or CD.
3. MCAA counsel should be alerted to any extensive records request and should assist in reviewing documents, or portions of documents, as needed in order to ensure compliance with both the disclosure and confidentiality provisions of Chapter 132 and other applicable law.

4. MCAA shall maintain a log to track all public records requests, the status of the response, the date the documents are produced, and the charges and payments associated with production.
5. Once the requested documents are compiled, MCAA will conduct a final review prior to dissemination.
6. Documents will be provided at a charge of ten cents (\$.10) per page (as a reasonable estimate of the actual cost to MCAA of making the copy).

Adopted this the 9th day of May 2017.



Airport Authority Chairman



Airport Authority Secretary