

## JACKSON MUNICIPAL AIRPORT AUTHORITY PUBLIC RECORDS POLICY

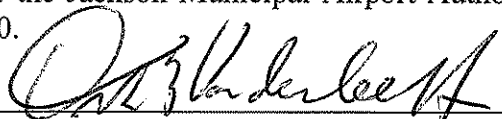
The following is the Policy of the Jackson Municipal Airport Authority (“JMAA”) with respect to requests to view or reproduce public records under the Mississippi Public Records Act of 1983, Sections 25-61-1 through 25-61-17 of the Mississippi Code of 1972, as amended (the “Act”). Capitalized terms not defined in this Policy shall have the meanings given in the Act.

It is the Policy of JMAA that all Public Records, as such term is defined in the Act, not privileged or protected from disclosure under any applicable law, including all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction or performance of any business, transaction, work or duty of JMAA, shall be open to review, inspection and reproduction by the public in accordance with the following:

1. Requests to be in Writing. All requests to review or reproduce any Public Records shall be made in writing and submitted to the Chief Executive Officer of JMAA. The request must be on the form prescribed by JMAA and must state with specificity the Public Record(s) requested, including the date of the Public Record(s), if available.
2. Time for Fulfilling Requests. Except as provided below, all requests to review or reproduce Public Records shall be fulfilled or denied within seven (7) working days of receipt of the request by JMAA. In the event JMAA is unable to fulfill a request within seven (7) working days of receipt of the request, JMAA’s Chief Executive Officer shall notify the requestor in writing that the request cannot be fulfilled within seven (7) working days and giving the reason(s) that the request cannot be fulfilled within seven (7) working days. All such requests shall be fulfilled within fourteen (14) working days of the request unless otherwise agreed by the requestor.
3. Confidential Information. A request to review or reproduce any record containing trade secrets or commercial or financial information or other proprietary information furnished to JMAA by a third party may be held for a reasonable period, not to exceed ten (10) working days, while JMAA notifies the third party of the request and of the third-party’s right to obtain a court order prohibiting JMAA’s disclosure of the requested records. JMAA shall use reasonable discretion in determining whether any records contain trade secrets or confidential commercial or financial information or other proprietary information belonging to a third party. Except as provided in Paragraph 6 below, JMAA shall have no obligation to consider any records containing information provided by a third-party to be confidential unless such records are have been marked “Confidential” by the third-party.
4. Denied Requests. The denial of any request to review or reproduce Public Records shall be made by JMAA in writing and shall contain a specific reason for the denial. JMAA shall keep a record copy of all denied requests for a period of not less than three (3) years from the date of the denial.

5. Approved Requests. If a request to review or reproduce Public Records is approved, the person making the request will be notified of the time and place at which the Public Records will be made available. The person making such a request will be required to pay the actual costs of retrieving the Public Records prior to viewing. The actual costs of retrieval shall include, but not necessarily be limited to, clerical time at JMAA's standard wage rates, travel and other actual costs for retrieval from offsite storage. If the person making the request has requested photocopies or other reproductions of the Public Records, JMAA shall notify the requestor of the total number of pages to be reproduced and the total cost of reproduction. Photocopies shall be at the cost of \$0.50 per page. Reproductions of photographs and other materials shall be at actual cost to JMAA. The period of time between notification by JMAA of the cost of reproduction and receipt of payment by JMAA shall not be considered part of the time for JMAA to respond.
6. Categorical Exclusions. Nothing in this Policy shall require disclosure of any records to the extent such records constitute or include:
  - (a) Sensitive Security Information under applicable rules of the United States Department of Homeland Security or the United States Transportation Security Administration or any successor to the foregoing including, without limitation, any security videos of or at Jackson-Evers International Airport;
  - (b) Information that may be reasonably construed as confidential business information provided by any applicant for certification as a Disadvantaged Business Enterprise or an Airport Concession Disadvantaged Business Enterprise under 49 CFR Parts 23 or 26 (or any successor provisions) including, but not necessarily limited to, an application for certification under the foregoing provisions, along with any supporting documentation, without the written consent of the applicant or other person which has submitted this information to JMAA; and
  - (c) Any other records or other information now or hereafter protected or privileged under applicable law.
7. Publication of Policy. This Policy shall be inserted in the Minute Book of JMAA, shall be available for inspection at any time in the office of JMAA's Chief Executive Officer, and shall be posted on JMAA's website.

Adopted by the Board of Commissioners for the Jackson Municipal Airport Authority on May 24, 2010, effective from and after July 1, 2010.

  
\_\_\_\_\_  
Dirk B. Vanderleest, Chief Executive Officer