**MOHAVE COUNTY AIRPORT AUTHORITY**



**PUBLIC RECORDS POLICY**

The following is the policy of the Mohave County Airport Authority (MCAA) with respect to requests to view or reproduce public records under the ARS §39-121.01. Capitalized terms not defined in this Policy shall have the meanings given in the ARS.

It is the Policy of MCAA that all Public Records, as such term is defined in the ARS, 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 MCAA, 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 Assistant Airport Director of MCAA. The request must be on the form prescribed by MCAA 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 or receipt of the request by MCAA. In the event MCAA is unable to fulfill a request within seven (7) working days of the receipt of the request, MCAA’s Assistant Director 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 MCAA by third parties shall be released no later than twenty-one (21) days from the date the third parties are given notice by MCAA unless the third parties have filed in chancery court a petition seeking a protective order on or before the expiration of the twenty-one (21) day time period. Any party seeking the protective order shall give notice to the party requesting the information. Except as provided in Paragraph 6 below, MCAA shall have no obligation to consider any records containing information provided by a third-party to be confidential unless such records are marked “Confidential” by the third-party.

4. Denied Requests. The denial of any request to review or reproduce Public Records shall be made by MCAA in writing and shall contain a specific reason for the denial. MCAA 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 MCAA’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, MCAA 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 MCAA. The period of time between notification by MCAA of the cost of reproduction and receipt of payment by MCAA shall not be considered part of the time for MCAA to respond. All approved requests for records to be shipped will incur additional shipping fees.

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 (SSI) 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 Laughlin/Bullhead International Airport.

(b) Information that may be reasonably construed as confidential business information provided by an 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 MCAA; 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 available for inspection at any time in the office of MCAA’s Assistant Director, and shall be posted on the MCAA website.

8. Definition of Commercial Purpose. As used in this section “commercial purpose”, means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for the sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body for the State of Arizona or a political subdivision.

9. Contact Information. All requests must be submitted in person or mailed with color copy of Government or State issued identification to verify requestor identity.

Mohave County Airport Authority, Inc.

2550 Laughlin View Dr. Suite 117

Bullhead City, AZ 86429

[www.flyifp.com](http://www.flyifp.com)

(928) 754-2134 office (928) 754-5156 fax

Office hours Monday through Friday 8:00am to 5:00pm (Arizona time) excluding holidays