

**RESOLUTION OF HATTIESBURG-LAUREL REGIONAL AIRPORT AUTHORITY  
AMENDING AND RESTATING PROCEDURES RELATING TO  
MANNER AND COST OF ACCESS TO PUBLIC RECORDS**

WHEREAS, the State of Mississippi has in place a policy that public records of a public body shall be available for inspection by any person unless an applicable exemption applies; and

WHEREAS, the Mississippi Public Records Act of 1983, codified at Sections 25-61-1 et seq., of the Mississippi Code of 1972, as amended (the "Act"), establishes policies and guidance with respect to the manner, lawful restrictions on, and recovery of costs associated with, production of such public records; and

WHEREAS, Hattiesburg-Laurel Regional Airport Authority previously adopted procedures concerning the manner and cost of production of its public records by Resolution dated September 13, 2001, which complied with state law as it then existed; and

WHEREAS, Hattiesburg-Laurel Regional Airport Authority deems it desirable to amend and restate its written procedures relating to the manner and cost of public access to its public records in order to reflect recent legislative amendments to the Act; and

WHEREAS, Hattiesburg-Laurel Regional Airport Authority deems it desirable upon the adoption of this Resolution to repeal the Resolution dated September 13, 2001, which relates to the same subject matter.

NOW, THEREFORE, BE IT RESOLVED that Hattiesburg-Laurel Regional Airport Authority ("HLRAA") does hereby amend and restate its procedures relating to access to public records as are currently set forth in that certain Resolution of Hattiesburg-Laurel Regional Airport Authority Relating to Manner and Cost of Production of Public Records which was adopted on September 13, 2001, by the adoption of and it does hereby adopt the following Procedures for Access to Public Records, to-wit:

**HATTIESBURG-LAUREL REGIONAL AIRPORT AUTHORITY  
PROCEDURES FOR ACCESS TO PUBLIC RECORDS**

It is the intent of Hattiesburg-Laurel Regional Airport Authority ("HLRAA") to comply in all respects with the Mississippi Public Records Act of 1983, codified in Section 25-61-1 et seq., of the Mississippi Code of 1972, as amended (the "Act").

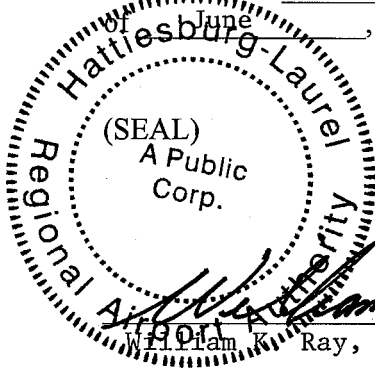
HLRAA acknowledges that, except for those records exempted or privileged by law, all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction or performance of any business, transaction, work, duty or function of HLRAA are deemed public records and shall be available for inspection and/or reproduction by any person, as follows:

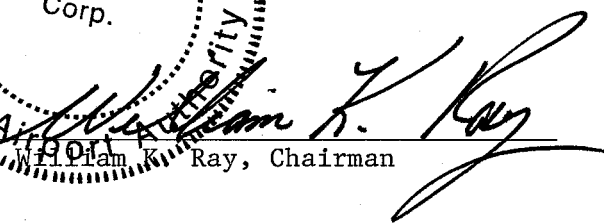
- 1) Written Requests. All requests to inspect or obtain reproduction of any public record(s) shall be made in writing and submitted to the Executive Director of HLRAA. The request must be on the Public Records Request Form adopted by HLRAA and must identify the public record(s) requested, including the date of the public record(s), if known.
- 2) HLRAA Response Time. HLRAA shall fulfill or deny requests to inspect or reproduce public record(s) within seven (7) working days of receipt of the request by HLRAA. If HLRAA is unable to fulfill a request within seven (7) working days of receipt of the request, then HLRAA shall notify the requestor, in writing, as to why the public records cannot be produced within the seven-day period. Unless otherwise agreed, HLRAA shall fulfill the request no later than fourteen (14) working days from receipt of the original request.
- 3) Confidential Information. Records furnished to HLRAA by third parties which contain trade secrets or confidential commercial or financial information shall not be available for inspection or reproduction until notice to the third party is given, but said records shall be released no later than twenty-one (21) days from the date notice was given by HLRAA to the third party unless the third party has filed a petition in chancery court seeking a protective order as to said records.
- 4) Redaction. If any public record contains both exempt and non-exemption material, then HLRAA shall redact or separate the exempt material and make only the non-exempt material available for inspection or reproduction.
- 5) Request Denial. Any denial by HLRAA of a request for inspection or reproduction of a public record shall be in writing and state the specific exemption relied upon by HLRAA in denying the requested access. HLRAA shall maintain a file of all denials of requests for public records. Each denial shall be preserved in such file for no less than three (3) years from the date of the denial.
- 6) Request Approval; Costs. HLRAA shall notify the requestor in writing as to the availability of the public record(s) requested for inspection and/or reproduction, and the amount of any actual costs incurred by the HLRAA in searching, reviewing and/or duplicating and, if applicable, mailing copies of the requested public record. HLRAA shall collect payment of such costs in advance of complying with the request; thus the period of time between notification by HLRAA of the costs required and receipt of payment by HLRAA shall not be considered part of the time period within which HLRAA has to respond.
- 7) Publication of Procedures. These procedures shall be available for inspection in the office of the Executive Director of HLRAA during normal business hours and shall be available for viewing on the website maintained by HLRAA.

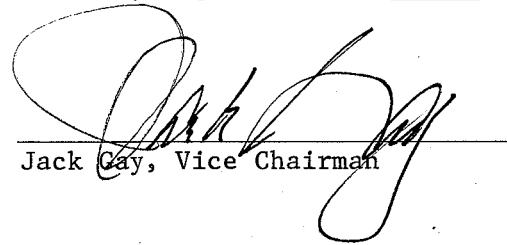
(End of Procedures)

BE IT FURTHER RESOLVED that the certain resolution entitled *Resolution of Hattiesburg-Laurel Regional Airport Authority Relating to the Manner and Cost of Production of Public Records* and duly passed on September 13, 2001, shall be and is hereby repealed by operation hereof.

SO RESOLVED by the Hattiesburg-Laurel Regional Airport Authority Board of Commissioners, upon motion duly made by Commissioner Waldrup, duly seconded by Commissioner Green, and thereafter unanimously adopted on this the 8th day of June, 2017.



  
William K. Ray, Chairman

  
Jack Gay, Vice Chairman