

Capital Region Airport Authority (CRAA)  
Summary of FOIA Procedures and Guidelines

Pursuant to the Michigan Freedom of Information Act (FOIA), Act 442, Public Acts of Michigan, 1976, as amended the following is the Written Public Summary of the Capital Region Airport Authority's ("Airport Authority") FOIA Procedures and Guidelines. If you have any questions regarding the process for submission of a FOIA request, please contact the FOIA Coordinator at: FOIA@craa.com.

**1. How do I submit a FOIA request to the Airport Authority?**

- a. Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Airport Authority must be submitted in writing.
- b. A request must describe with specificity a public record so as to allow the Airport Authority to identify it.
- c. No specific form to submit a written request is required.
- d. Requests must include the requesting person's full name, a valid mailing address, and a telephone number or electronic mail address. To ensure prompt response, requests should also include "FOIA Request" in the subject line.
- e. Written requests can be made by delivery in-person at the Airport Authority or by mail to:  
Attn: FOIA Coordinator  
Capital Region Airport Authority  
4100 Capital City Blvd  
Lansing, MI 48906
- f. Requests can be submitted by email to: FOIA@craa.com
- g. Requests can be made by fax to: 517-321-6197

**2. How long will it take to receive a response to my request and how will the Airport Authority respond?**

- a. Within 5 business days of receipt of the request, the Airport Authority will issue a response. For requests submitted by fax or e-mail, the request is deemed to have been received on the following business day.
- b. The Airport Authority will respond to the request in one of the following ways:
  - i. Request Granted-When a request is granted, the requested public materials will be made available for inspection or the Authority will provide copies of the requested public records.
  - ii. Request Denial-In the event of a denial, the Authority will provide an explanation of the denial. Denials are issued if the requested information is exempt from disclosure under FOIA or another applicable statute, or if the requested public record does not exist.
  - iii. Request granted in part, denied in part-In some instances, portions of a public record are exempt from disclosure, and in this event the Airport Authority will make the non-exempt portions of the requested public record available for inspection or provide copies
  - iv. Response period extension-If the nature of the request requires the Authority to undertake review demanding additional time to respond, the Authority may issue one 10-day extension.
  - v. Information available at no-charge- On occasion, requested information may already be available on the Airport Authority's website, in which case they may issue a notice of its availability on the website and reasonable specificity of its location.
- c. If the request is granted, or granted in part, the Airport Authority will ask that payment be made for allowable fees associated with responding to the request before the public

record is made available. If the cost of processing of the request is estimated to exceed \$50.00 the Airport Authority will require a deposit before processing the request.

**3. What are the Airport Authority's deposit requirements?**

- a. If the Airport Authority has made a good faith calculation that the total fee for processing your request exceeds \$50.00, the Airport Authority will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Airport Authority requests the deposit, it will provide you with a non-binding best effort estimate as to how long it will take to complete your request following receipt by the Airport Authority of your deposit.

**4. How are the fees calculated for a FOIA request?**

- a. There are six components the Airport Authority will charge for, and are itemized in further detail on the Fee Itemization Form found on the CRAA FOIA site. The six fee components are:
  - i. Labor costs associated for searching for, locating, and examining public records;
    1. Cost will be charged in 15-minute increments with all partial time rounded down.
    2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task.
  - ii. Labor costs for redacting public records;
    1. Cost will be charged in 15-minute increments with all partial time rounded down.
    2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task.
    3. If the FOIA Coordinator determines there is no employee capable of redacting the exempt information, the FOIA Coordinator may contract for the labor and treat the contracted labor costs in the same manner as employee labor costs, but the hourly rate charged may not exceed six times the State's minimum hour wage rate.
  - iii. Copies provided on non-paper physical media;
    1. The fee charged will be the actual and most reasonably economic cost of the non-paper physical media, such as computer discs, computer tapes, or other digital or similar media.
  - iv. Copies provided on paper
    1. The Airport Authority will charge \$0.10 per sheet of paper for copies made on 8 ½ by 14-inch paper.
    2. The fee for all other sized paper will be the actual and total incremental cost.
  - v. Labor costs for duplication or publication of the public records;
    1. Cost will be charge in 1-minute increments with all partial time rounded down.
    2. Cost will be the hourly wage of the lowest-paid employee capable of performing the tasks, regardless of who actually performs the task
  - vi. Mailing
    1. The fee charged shall be the actual cost of mailing the public records in a reasonably economical and justifiable manner
    2. The Airport Authority may charge for the least expensive form of postal delivery confirmation.
- b. The portion of the labor costs related to searching for, location and examining a public record, and deleting and separating exempt from non-exempt information will only be charged if the cost to the Airport Authority is unreasonably high. The Airport Authority will

determine whether completing a FOIA request results in an unreasonably high cost on a case-by-case basis, based on the nature of the request.

**5. Can I appeal the denial of my FOIA request?**

- a. If your request was denied in whole or in part, and you wish to appeal the finding, you may file an appeal with the Authority's Chief Executive Officer. The appeal must be in writing, state that it is an "appeal" of the FOIA request denial and the reasons you contest that finding.
- b. Within 10 business days of receiving the appeal, the CRAA Chief Executive Officer will respond to:
  - i. Reverse the denial;
  - ii. Issue a written notice upholding the denial
  - iii. Reverse the denial in part and issue a written notice to uphold the denial in part, or
  - iv. Issue a notice extending the response period for up to 10 business days
- c. Within 180 days after receiving a final determination from the Chief Executive Officer or if the Airport Authority has failed to respond, you may commence a civil action

**6. Can I challenge an excessive fee?**

- a. You are allowed to challenge an excessive fee if you believe the amount charged exceeds that allowed under FOIA and the Authority's Procedures and Guidelines. If you would like to appeal a fee you may submit a written appeal for fee reversal or reduction to the Chief Executive Officer. Your appeal should state that it is an appeal and the reason(s) you believe it exceeds permissible amounts. The Authority will respond within 10 business days to:
  - i. Issue a fee waiver
  - ii. Reduce the fee and provide an accompanying determination for the remaining fee along with a certification from the Chief Executive as to the finding.
  - iii. Uphold the fee and provide an accompanying determination from the Chief Executive Officer regarding the basis supporting the fee and its compliance with FOIA and the Procedures and Guidelines; or
  - iv. Issue notice extending the response period for up to 10 business days while review of the appropriateness of the fee is being undertaken.
- b. You may commence a civil action if the Chief Executive Officer has failed to respond following determination of an appeal