

Procedure for Public Access to Records of the Syracuse Regional Airport Authority

Section 1. Purpose and scope:

(A) This document provides information concerning the procedures by which records may be obtained in accordance and consistent with Article 6 of the Public Officers Law and 21 NYCRR Part 1401.

(B) Personnel shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

Section 2. Designation of records access officer:

(A) The Board of the Syracuse Regional Airport Authority (SRAA) is responsible for ensuring compliance with the regulations herein, and designates the following person as records access officer:

General Counsel
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
yausb@syrairport.org

(B) The records access officer is responsible for ensuring SRAA's appropriate response to public requests for access to records. The records access officer shall:

- (1) Acknowledge a FOIL request in a timely manner, in accordance with Section 5(C).
- (2) Immediately notify the Executive Director and relevant SRAA personnel of receipt of a FOIL request and keep said persons apprised of the status of, and required timeline for issuing a decision on, the FOIL request.
- (3) Upon receiving direction from the Executive Director and relevant SRAA personnel, take one of the following actions:
 - (a) For record inspection requests:
 - (i) Make records available for inspection; or
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefor.
 - (b) For requests for copies of records:
 - (i) Make copies available upon payment of established fees, in accordance with Section 8; or
 - (ii) Deny access to the records in whole or in part and explain in writing the reasons therefor.
 - (c) Upon request, certify that a record is a true copy;
 - (d) Upon failure to locate records, certify that the SRAA is not the custodian of such record or that such record cannot be found after diligent search.

Section 3. Location:

Records shall be available for public inspection and copying at:

12/5/2025

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Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

Section 4. Hours for public inspection:

Requests for public access to records shall be accepted, and records produced, during all hours regularly open for business. These hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., except holidays.

Section 5. Requests for public access to records:

- (A) A written request is required.
- (B) If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet.
- (C) A response shall be given within five (5) business days of receipt of a request by:
 - (1) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
 - (2) granting or denying access to records in whole or in part;
 - (3) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty (20) business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty (20) business days from the date of such acknowledgment, providing a statement in writing stating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
 - (4) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty (20) business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty (20) business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
- (D) In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the

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number of requests received by SRAA, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

(E) A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed.

Section 6. Subject matter list:

(A) The records access officer shall maintain a reasonably detailed current list by subject matter of all records in its possession, whether or not records are available pursuant to Public Officers Law § 87(2).

(B) The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

(C) The subject matter list shall be updated annually. The date of the most recent update shall appear on the first page of the subject matter list.

Section 7. Denial of access to records:

(A) Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal.

(B) If SRAA fails to respond to a request as required in Section 5, such failure shall be deemed a denial of access by SRAA.

(C) The following person shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Chief Fiscal Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

(D) Any person denied access to records may within thirty (30) days appeal in writing such denial. Appeals are not accepted via email.

(E) The time for deciding an appeal shall commence upon receipt of a written appeal identifying:

- (1) the date and location of requests for records;
- (2) a description, to the extent possible, of the records that were denied; and
- (3) the name and return address of the applicant.

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(F) A failure to determine an appeal within ten (10) business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

(G) The person designated to determine appeals shall cause to be transmitted to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to:

Committee on Open Government
Department of State
One Commerce Plaza
99 Washington Avenue, Suite 650
Albany, NY 12231

(H) The person designated to determine appeals shall inform the appellant and the Committee on Open Government of his/her determination in writing within ten (10) business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth in subdivision (G) of this section.

Section 8. Fees:

(A) There shall be no fee charged for:

- (1) inspection of records for which no redaction is permitted;
- (2) searching for, the administrative costs of, or employee time to prepare photocopies of records (except as otherwise provided in Section 8(C) below);
- (3) reviewing the content of requested records to determine the extent to which records must be disclosed or may be withheld; or
- (4) certifications.

(B) Fees for copies may be charged, provided that:

- (1) the fee shall be 25 cents per page for photocopies not exceeding 9 x 14 inches;
- (2) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or
- (3) SRAA redacts portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.

(C) The "actual cost of reproduction" may include only the following:

- (1) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two (2) hours of the employee's time is necessary to do so; and
- (2) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or

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(3) the actual cost to SRAA of engaging an outside professional service to prepare a copy of a record, but only when SRAA's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.

(D) When SRAA has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, SRAA shall be required to retrieve or extract such record or data electronically. In such case, SRAA may charge a fee in accordance with Paragraph (C)(1) and (2) above.

(E) SRAA shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two (2) hours of an employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.

(F) SRAA requires that the fee for copying or reproducing a record be paid in advance of the preparation of such copy. SRAA may waive such fee in whole or in part, in its sole discretion, upon good cause shown.

Section 9. Public notice:

A notice containing the title and business address of the records access officer and appeals person, and the location where records can be seen shall be posted in a conspicuous location wherever records are kept and/or published in a local newspaper of general circulation.

See <https://syrairport.org/sraa/foil-requests/>

Section 10. Severability:

If any provision of these regulations or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these regulations or the application thereof to other persons and circumstances.

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PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

The Syracuse Regional Airport Authority has adopted a procedure governing when, where, and how you can see public records. This procedure can be seen at all places where records are kept. Records can be seen at:

Office of the Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212

The following records access officer will help you to exercise your right to access:

General Counsel
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212
yausb@syrairport.org

If you are denied access to a record, you may appeal to the following person:

Chief Financial Officer
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd
Syracuse, NY 13212