



BOARD OF DIRECTORS MEETING

Minutes of July 18, 2012

The regular meeting of the Board of Directors was held in the first floor Conference Rooms 1A, 1B and 1C at 1 Aviation Circle. The Chairman called the meeting to order at 9:50 a.m. Ten Directors were present during the meeting:

Michael A. Curto, Chairman
Thomas M. Davis III, Vice-Chairman
Robert Clarke Brown
Richard S. Carter
William W. Cobey Jr.

Frank M. Conner III
Shirley Robinson Hall
Michael L. O'Reilly
Warner H. Session
Todd A. Stottlemeyer

H.R. Crawford was connected to the meeting by telephone, and Dennis L. Martire, subject to a removal order by Governor McDonnell, was present in the staff section of the conference rooms.

The Secretary and Executive Management were present:

John E. Potter, President and Chief Executive Officer
Margaret E. McKeough, Executive Vice President and Chief
Operating Officer

The Chairman began the meeting by acknowledging its late start, the result of issues considered in the Audit-Legal Committee executive session earlier that morning.

I. MINUTES OF THE JUNE 20, 2012 BOARD OF DIRECTORS MEETING

The Chairman then called for approval of the Minutes of the June 20 Meeting, which were unanimously adopted.

He next noted that Mr. Session wished to make a statement. Mr. Session recognized two Federal Aviation Administration (FAA) interns who were in the audience: Lamar Minter and Joshua Williams. Mr. Minter was a sen-

ior at Tennessee State University, majoring in mechanical engineering, and Mr. Williams was a senior at Delaware State University, majoring in aviation management. Mr. Session said the FAA had an intern program that focused on historically black colleges and universities, as well as other minority institutions.

II. COMMITTEE REPORTS

a. Business Administration Committee – Warner H. Session, Chairman

Mr. Session reported the Business Administration Committee had last met on June 20, with a single item on its agenda. The subject was the recommendation of a selection committee on a contract for Airside Snow Removal and Ice Control Services at Dulles International. He noted that most snow removal, from runways and taxiways, was done by Authority staff operating Authority equipment; the contract covered areas adjacent to the concourses and taxi-lanes.

Mr. Session explained that the procurement had been unusual; it had first been advertised with a scope that required the bidders to obtain their own snow melters. As a result, there had not been much competition and the costs bid had been high.

After concluding that it would make more sense for the Authority to buy the snow melters and solicit for a contractor to operate them, the staff re-issued the solicitation with an amended scope.

The prevailing offeror had been Atlantic Contracting and Material Company, of Upper Marlboro, Maryland, which had scored highest in both the technical evaluation and in price. The contract would be for two years, with three one-year extension options, for a total five-year cost of \$10,189,125. That figure represented a savings of about \$7 million over all five years.

The Committee voted unanimously to recommend that the Board approve the contract; Mr. Session said he would offer a resolution later in the day's meeting.

b. Dulles Corridor Committee – Thomas M. Davis III, Chairman

Mr. Davis reported that the Dulles Corridor Committee had last met June 20. The Committee had first heard the Dulles Toll Road Highway Noise Wall Program Update. The staff had previously reported on the Authority standards to be applied in the Corridor. First developed in 2010, they had been updated to comply with revisions to the federal and Virginia noise wall policies.

The staff had since applied the Policy, and was reporting on how it had affected the Corridor. Although the Federal Highway Administration and Virginia Department of Transportation (VDOT) standards had allowed the “grandfathering” of existing noise walls and communities with existing noise walls, the Authority program had called for the reassessment of all neighborhoods along the Corridor to bring them all into compliance with the new Policy.

Five neighborhoods had qualified for a total of 1.6 miles of new noise walls; construction would begin in 2013 at Worldgate Condominiums; McLean Hamlets; Odricks Corner; Dulles Green Apartments; and Courtyard by Marriott and Summerfield Suites. The cost would be \$13 million.

For two neighborhoods, 1.8 miles of existing noise walls were considered non-performing. They would be fixed in 2013 and 2014, at a cost of \$11.4 million. The locations were at Wolftrap Meadows and the Bluffs at Wolftrap.

An additional 4.2 miles of existing walls at nine developments were performing adequately, but needed repairs. That work would be done in 2012, at an estimated cost of \$2.4 million.

All the funds for the noise wall project would be from Toll Road revenues. When the projects were completed, about 6.2 miles of the road would not have noise walls. As properties adjacent to the Toll Road were developed in the future, the developers would be responsible for providing noise walls or other noise-attenuation measures.

The Committee had also heard the regular monthly Dulles Corridor Metrorail Cost Summary and Project Update for the month of April. Phase 1 expenditures had been \$47 million, bringing the total up to \$1.908 billion. Contingency use had been \$3.1 million, making the total \$303.5 million. With the Board action in June to amend the project budget, there was currently in effect \$158.8 million available for future contingencies. Staff was reasonably confident the amount would be enough.

The Committee had next heard the Dulles Corridor Enterprise Financial Report for May. Toll Road revenues year-to-date had been \$42.4 million, up 8.8 percent from 2011, but still just short of the budget. Transactions had been down about 1 percent, at 41.4 million. The budget had anticipated both figures would be flat in 2012.

Expenditures had been down 6.5 percent from last year, and had totaled \$9.6 million, well below budget. Mr. Davis noted that the relationship between revenues and expenses was not direct, as the revenues paid for noise walls, other road projects, and debt service in addition to Toll Road maintenance and expenses. A drop in anticipated expenditures was nevertheless very good news.

Mr. Carter asked how much of Phase 1 had been completed; Pat Nowakowski, the Executive Director of the Metrorail Project, said construction was 77 percent complete.

c. Finance Committee – Frank M. Conner III, Chairman

Mr. Conner reported that the Finance Committee had met on June 20, and had spent some time discussing the sale of the Series 2012 Airport System Revenue Refunding Bonds. The net present value savings had been \$40.6 million, or 11.1 percent. This would have a positive impact on the cost per enplaned passenger at Dulles International and on coverage.

The Committee had also discussed progress on negotiations with Virginia over its \$150 million grant, and the May Financial Reports on the Aviation Enterprise.

III. INFORMATION ITEMS

a. President's Report

Mr. Potter said that the Dulles Metrorail project was progressing on schedule, with the construction 77 percent complete. The last section of the aerial guideway had been put in place, with considerable press coverage, a major milestone. In addition, in early July the Loudoun County Supervisors had voted to stay in the project, which meant the rail line would terminate at route 772 in the County.

As a result, the Request for Qualifications Information (RFQI) documents had been released the prior week. A pre-bid conference for the project would be held on July 26, along with a separate business outreach event that would allow interested prime and sub-contractors to work with each other. Such events had worked well in the past on aviation projects, and were well liked by the industry.

Responses to the RFQI were due in September, and an Request for Proposals would be issued to the shortlisted firms later in the fall. The contract award recommendation would be ready for the Board in the spring. Now that the procurement process had begun, it was essential that all communications with interested contractors be managed through the contracting officer assigned to the procurement. Mr. Potter said he had confirmed the substance and importance of this rule with all employees.

There had been a monumental storm since the last Board meeting; both Airports had continued operations, and had not suffered any of the power outages others had. The telephone system at Reagan National had gone out, but service had been continued through the Dulles International exchange. The only power issue the Authority had faced was a power failure to the toll booths, which had been welcomed in the community. Generators had been brought in quickly, however. The employees had done an extraordinary job dealing with the storm at both Airports.

Comprehensive FAA safety inspections had just been completed at both Airports, both of which had come through with flying colors. Mr. Potter

emphasized the Authority's success in protecting the flying public, one of its first priorities.

Some service changes had resulted from recent slot reallocations. Spirit Airlines had sold four of six slots to Southwest Airlines, which planned two daily round trips between Reagan National and St. Louis. The remaining two slots had been returned to the Department of Transportation. The Spirit service from Reagan National and Fort Lauderdale and Myrtle Beach was continued by other carriers.

Mr. Potter said that Travelers Aid was very helpful to the Authority. Under contract, it provided volunteers to assist passengers. They did very good work, handling many travelers' problems.

Paul Malandrino, Vice President and Reagan National Airport Manager, introduced Priscilla Carey, coordinator for the Travelers Aid volunteers at Reagan National. She related a story about a deaf teenager who had been stranded at Reagan National by weather-related cancellations. A Travelers Aid volunteer had found the teenager and assisted her to an airline-provided hotel, and assured she left on a flight the following morning.

Chris Browne, Vice President and Dulles Airport Manager, introduced Sally Harvey, Travelers Aid coordinator at Dulles International. He also noted that Michael Oring, Executive Director of Travelers Aid Washington DC, was in the audience. In Washington, Travelers Aid covered the two Airports plus Union Station, with the larger operations on the Airports. There were over 400 volunteers working at Dulles International alone, who provided over 100,000 cases of personal assistance to passengers each year. Ms. Harvey explained that passengers approached the three counters the organization maintained at Dulles International and made rapid-fire questions of all sorts. Among them were questions about lost children, lost items, flight schedules, and directions to baggage claim, gate locations, and airline check-in counters. All were handled individually. Ms. Harvey told a story about a volunteer who, responding to a call from a distraught mother, tracked a minor traveling alone who had been taken to a hospital. The volunteer got the child back to the airport, helped to book a flight, and stayed with the child until the flight left.

The Chairman thanked the Travelers Aid representatives for their extraordinary work, with the passengers, 24-7.

Mr. O'Reilly reported that Mr. Potter had served as chair of the Greater Washington Aviation Open (GWAO) the previous weekend. That golf tournament benefitted the Corporate Angel Network, which flew cancer patients free on corporate jets. It also supported the Veterans Airlift Command, which provided similar services for veterans. This year, the GWAO had raised over \$100,000.

Mr. O'Reilly then presented a trophy from the Dulles Regional Area Chamber of Commerce annual luncheon, which had celebrated the 50th anniversary of Dulles International.

Mr. Brown said there had been many characterizations of the project labor agreement (PLA) issue since the Board had removed the incentive for a PLA from the RFQI. It was not the Board's intention to prohibit use of a PLA, and Mr. Brown understood that respondents were not prohibited from including PLAs in their proposals.

Mr. Potter said Mr. Brown was correct. There was, however, a labor element in the RFQI requiring bidders to provide a detailed plan to handle labor issues, to deal with the labor pool, preventing strikes, and dealing with other rules and regulations applicable to labor on the project.

Mr. Brown said some of the accounts in the press were confusing. Loudoun County's approval had been conditioned on removing the incentive, not on prohibiting a PLA. Mr. Potter agreed, noting that there were other projects in Virginia where a contractor had chosen to enter into a PLA.

b. Executive Vice President's Report

Ms. McKeough reported on May passenger activity. Overall, the U.S. industry had seen passenger traffic levels consistent with those of 2011, without growth. With 1.7 million passengers, Reagan National had seen a 1 percent decline in passengers, the first month in many without growth. Part of the reason was the adjustments to new markets occasioned by the recent slot adjustments. At Dulles International, there had

been an increase of about 1 percent, on both the domestic and international sides, for a total of 2.1 million passengers.

On a year-to-date basis, passenger activity at both Airports had increased, Reagan National up 1.6 percent and Dulles up .5 percent. Cargo had been down 10 percent overall in May; that figure included, however, a 5 percent increase in domestic cargo. The large decline was closely related to the economic conditions in Europe. She added that passenger figures for June should be quite good.

Mr. Carter asked if there was any news on the Ethiopian rose deliveries to Dulles. Mark Treadaway, Vice President for Air Service Planning & Development, said there had been a positive article in the *Washington Times*. The flower shipments were continuing; Wednesdays were the busiest day for that traffic. The Authority was pursuing a separate refrigerator unit for flowers and pharmaceuticals, which would support more traffic.

Ms. Hall asked about the schedule for reconstructing Terminal A at Reagan National. Ms. McKeough said the project for major reconstruction remained in the capital plan, but had long been deferred because the traffic did not warrant it. The situation was changing; the current budget had items for short-term improvements, carpeting and painting, and expanded security check points and baggage systems. These improvements would be finished in March. The 2013 Budget would include larger plans.

IV. NEW BUSINESS

a. Amending the 2012 Budget for the Dulles Corridor Metro-rail Project

Mr. Session moved the following resolution, which was unanimously adopted:

WHEREAS, The airside snow removal and ice control services contract for Washington Dulles has expired;

WHEREAS, The Business Administration Committee in February 2011 concurred in the pre-solicitation report for these services;

WHEREAS, An Evaluation Committee has reviewed the competing proposals and has recommended the award to Atlantic Contracting and Material Company of Upper Marlboro, Maryland; and

WHEREAS, The Business Administration Committee is satisfied with the results of the competitive procurement process, as presented at its June 20 meeting; now, therefore, be it

RESOLVED, That the President and Chief Executive Officer is authorized and directed to enter into a two-year contract, with three one-year extension options, with Atlantic Contracting, Inc., consistent with the terms presented to the Business Administration Committee at its June 20, 2012 meeting.

The final resolution filed in the Board of Directors Office includes a copy of the staff recommendation paper.

b. Adoption of the Amended Freedom of Information Policy

The Chairman, on behalf of the Executive and Governance Committee, moved the adoption of the proposed revised Freedom of Information Policy, which he called a major step in the Authority's transparency policy.

He noted that the new Policy would do two important things. First, it notified the public where basic information about the Authority can be obtained. Most critical Board documents were now on the website: for example, the charter legislation, the Lease with the federal government, the Bylaws, the delegations of authority, the Travel Policy, the Code of Ethical Responsibilities, Board schedules, agendas, Committees, monthly Board papers, and Resolutions. In addition, there were other key documents, such as the employee code of ethics and the Contracting Manual, included on the website.

Second, the Policy restructured and simplified the Freedom of Information process. A central Freedom of Information Officer would be established in the Board Office, where all requests could be made. Those not requiring formal FOI action would be referred to the proper office; otherwise the response would come from the Freedom of Information Officer. Decisions not to release information could be appealed to the Chairman of the Legal Committee, whose decision would be final for further litigation purposes.

The Vice Chairman agreed that the amended policy was an important step forward, and congratulated the Chairman on bringing it along.

The Policy was thereupon unanimously adopted; a copy is attached to these Minutes.

V. UNFINISHED BUSINESS

There was not any unfinished business.

VI. OTHER BUSINESS & ADJOURNMENT

The Chairman announced that the Vice Chairman had a motion. The Vice Chairman noted that the Governor could remove a Member of the Authority for cause, and in a hearing the week before, the judge had decided that section 24.2 of the Virginia Code did not apply to the current case. That would have required the Governor to petition the Circuit Court to remove a Director. The Vice Chairman was not sure what procedures were to be followed, but said that in his opinion the Governor's writ should be given the full force of law unless and until a court of competent jurisdiction decided to the contrary. He was aware that litigation was pending in the Fairfax Circuit Court, but pointed out that Virginia was deprived of a vote while the process continued. That had already been the case for two Meetings. He wished to make a motion that Caren Merrick, the Governor's designee, be seated pending further judicial findings, which could take weeks, months or years. He understood that seven votes would be required to consider this motion. Mr. Brown made a point of order to that effect; the Chairman agreed that seven votes were required to add the motion to the Agenda. The Vice Chairman asked, if the point of order were sustained, that the question be placed on the

Agenda of the August Meeting. He said it was important that the position be filled.

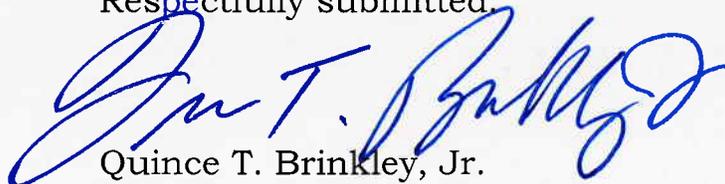
Mr. O'Reilly pointed out that the Authority had filed an interpleader action in the Fairfax Circuit Court that said the Authority could not decide between the competing claimants for the seat, and asked the court to assist. He said there were two cases proceeding currently, with a court resolution on the way. He did not think it appropriate for the Board to consider a motion to seat either claimant immediately. He would not support the Vice Chairman's motion.

The Chairman called for a vote on adding the item to the Agenda. The motion failed by a vote of 4-6.

At 10:30 a.m., the Board went into Executive Session to meet with counsel and consultants.

At 12:45 p.m. the Executive Session was finished and the Meeting adjourned.

Respectfully submitted:



Quince T. Brinkley, Jr.
Vice President and Secretary

Attachments (2)

Approved 9/19/12

Statement of Dennis L. Martire

July 18, 2012

I believe that the Governor's attempt to remove me is improper and that I currently retain full legal rights to my seat on the Board. In order to remove a member of the Metropolitan Washington Airports Authority Board, there must be "cause" to do so, and the removal must be accomplished "in accordance with" the laws of the jurisdiction from which the member was appointed. See 49 U.S.C. § 49106(c)(6)(C); Va. Code § 5.1-155(E); D.C. Code § 9-904(e). Also, legal "cause" must exist in fact before a member may be removed from his position, and a court must determine whether there is cause.

To date, no court – including the court in Fairfax County – has held that Governor McDonnell acted "in accordance with" the laws of Virginia to remove me. Nor has any court addressed whether there was "cause" to do so (there was not). Indeed, the Commonwealth and the Fairfax court agreed that further litigation is necessary before the issue of "cause" can be determined. Accordingly, I have not been properly removed from my position and, therefore, I am entitled to the full exercise of the rights and privileges of a MWAA Board member. I should be allowed to participate in this Board meeting.

I believe that the Governor's actions are contrary to law. There is no legitimate cause for me to be removed. While I do not wish to pose an impediment to important MWAA business that will be addressed at this Board meeting, MWAA's choice to limit my participation as a Board member is wrong, and I want to note my objection.

Freedom of Information Policy

The Metropolitan Washington Airports Authority is committed to transparency in all its operations. From the beginning, it has maintained its own Freedom of Information Policy that continued the disclosure rules in force at the two Airports from the enactment of the federal Freedom of Information Act in 1966. All its records are available to the public, except those that are not required to be disclosed pursuant to the exemptions set out in Part 3 below.

Given its commitment to transparency, the Airports Authority encourages anyone interested in its activities to seek information informally. This document is designed to assist in that process, and is divided into three parts.

Part 1 identifies records easy to get from the Authority's website; Part 2 provides contacts for answering questions and help in obtaining other records; Part 3 provides a formal Freedom of Information procedure for obtaining Authority records that are not readily available, and includes standards for the withholding of certain types of records.

Part 1 – Documents Generally Available

The Airports Authority makes most of its important records readily available, principally through the Authority website, www.mwaa.com, under the "About the Authority", "Business Information" and "News and Publications" tabs. There anyone can read and download many records. The following are among those to be found there:

Board of Directors documents

(About the Authority tab – Board of Directors – Meeting Information):

- Calendars and Schedules
- Agendas and Papers prepared for Board and Committee Meetings (Minutes are included with the link for each meeting)

(About the Authority tab – Board of Directors – Reference Materials)

- Bylaws
- Committee Membership
- Committee Jurisdiction
- Travel and Business Expense Guidelines
- Resolution No. 01-20 – General Delegations and Reservations of Authority
- The Code of Ethical Responsibilities for Members of the Board of Directors
- The Lease of the Metropolitan Washington Airports between the United States and the Metropolitan Washington Airports Authority
- Provisions of the District of Columbia Code establishing, jointly with the Commonwealth of Virginia, the Metropolitan Washington Airports Authority
- Provisions of the Commonwealth of Virginia Code establishing, jointly with the District of Columbia, the Metropolitan Washington Airports Authority
- Provisions of the United States Code, authorizing the transfer of Washington National and Washington Dulles International Airports to the Metropolitan Washington Airports Authority, with conditions.
- The Freedom of Information Policy

(About the Authority tab – Annual Reports)

- Annual Reports from 2000 to present
- Comprehensive Annual Financial Reports from 2000 to present

Business Information

(Business Information tab)

- Contracting Manual and forms
- Construction Opportunities
- Concession Opportunities
- Equal Opportunity Programs

(About the Authority tab – Regulations and Policies)

- Regulations
- Code of Ethics for Directors
- Code of Ethics for Employees

- Airline Use and Lease Agreement

Other Records

(About the Authority tab – Financial)

- The Budget
- Comprehensive Annual Financial Reports
- Monthly Financial Statements
- Airline Rates and Charges
- Master Trust Indenture
- Official Statements

Dulles Rail Documents

(Link on the home page, under the Dulles Corridor logo; also Dulles – About Dulles International – Dulles Corridor Information)

- Historical and current documents, including contracts, for the Dulles Corridor Rail Project

Part 2 – Contacts

The Airports Authority maintains its principal corporate offices at 1 Aviation Circle on Ronald Reagan Washington National Airport. Records are kept there, at the airport offices at both Reagan National and Washington Dulles International Airport, and at the Dulles Corridor Metrorail Project office at 1593 Spring Hill Road in Vienna.

To obtain records informally, questions or requests can be directed to any office in the Authority likely to have them. If uncertain which office to call, contact the Secretary's office, 703-417-8740, which will refer you to the right office.

Part 3 – Formal Freedom of Information Procedures

I. Where to file a request – Formal Freedom of Information requests for records located anywhere within the Authority should be addressed to the Freedom of Information Officer, Office of the Secretary, MA-BD, Metropolitan Washington

Airports Authority, 1 Aviation Circle, Washington, D.C. 20001-6000. They can also be submitted to [FOI@mwaa.com]. Questions may be directed to the e-mail address or to 703-417-8740.

II. Content of a request – Such requests should identify the records requested or set out as clearly as possible their nature, state the format requested (paper or electronic) and provide a telephone number and/or an e-mail address for clarifying communications.

III. Internal processing – The Freedom of Information Officer will assure a copy of the request is directed to the office holding the requested records, and will respond to a request as soon as possible, but not later than within two weeks of the receipt of the request. The Freedom of Information Officer will keep a docket of all Freedom of Information requests.

IV. Requests sent elsewhere – Copies of written FOI requests submitted to offices other than the Office of the Secretary will be promptly provided to the Freedom of Information Officer.

V. Response – The Authority's written response shall (a) provide the records requested, (b) explain why more time is required to respond, or (c) deny the release of records, in whole or in part, based on the exemptions in paragraph VII below. If denied, the withheld records shall be identified, and reasons shall be provided for their withholding. Responses may not be sent without the concurrence of the Secretary and appropriate consultation with the General Counsel's Office.

VI. Appeal – If a request is denied in whole or in part, or not responded to within two weeks, the requester may appeal to the Chairman of the Legal Committee of the Board of Directors. Such an appeal should be clearly identified as a Freedom of Information appeal, and addressed to the Secretary of the Authority at the address in paragraph I, above. The Committee Chairman's decision will be final.

VII. Reasons for withholding – Records or portions of records in the following categories of exemptions may be, but are not required to be, withheld from disclosure. Records are rarely withheld in their entirety; when an exemption applies to only a portion of a requested record, the rest of the record will be released. Any

decision to withhold must set out the reasons for doing so, based on the exemptions stated below:

A. Personal Privacy. Personnel, payroll and financial records containing information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. The name, position and salary of Authority employees, however, are public information.

B. Confidential Business Information.

(1) Confidential business information of the Authority: records containing commercial, financial, or proprietary information which, if disclosed, could harm the competitive or negotiating position of the Authority; and

(2) Confidential business information provided by others and held by the Authority: records containing commercial, financial or proprietary information provided from outside the Authority, if the submitter claims a privilege for the information and gives adequate reasons why protection is necessary, or the information has been identified as exempt in the Authority Contracting Manual.

(3) Confidential procurement records, such as proposals, offers, bids and proposal scoring records, including competitive negotiation proposals, sealed bidding records, cost estimates, and business plans, the withholding of which is specifically addressed in the Authority Contracting Manual.

C. Law Enforcement and Security Records. Records compiled for law enforcement and security purposes, but only to the extent that and as long as the production of such records would (1) interfere with investigative or enforcement proceedings; (2) deprive a person of a right to a fair trial or an impartial adjudication; (3) constitute an unwarranted invasion of personal privacy; (4) disclose the identity of a confidential source and confidential information furnished only by the confidential source; (5) disclose law enforcement and security techniques and procedures not generally known outside the law enforcement community; (6) cause a suspect to flee or evade detection; (7) result in the destruction of evidence; or (8) endanger the life or physical safety of an individual.

D. Privileged Documents. Records subject to a generally recognized privilege, such as the attorney work product privilege and the attorney-client privilege; records that would not be available to a person in litigation with the Authority; and records with respect to matters addressed by the Board of Directors in Executive Session.

E. Pre-Decisional Documents. Records containing analyses and recommendations with respect to matters to be decided by the President and Chief Executive Officer or the Board of Directors, except to the extent the analyses and/or recommendations are disclosed or otherwise addressed in a final decision document. Documents prepared for the Board of Directors and its committees and not otherwise exempt from disclosure under paragraph VII are normally made available at www.mwaa.com before the meeting at which the matters addressed in the documents are to be discussed, but only after they have been provided to the Directors.

VIII. Other Considerations – Only existing records are subject to release. The Authority does not create new records in response to a Freedom of Information requests, including records summarizing data or other information. Only records held by the Authority can be released, paper records in its own files or electronic records on its own servers; this Policy does not reach records held by vendors, contractors, or other third parties. In addition, personal notes, papers and any other records created and maintained by the preparer solely as work papers for personal use are not treated as Authority records.

IX. Fees – Requests for a limited number of readily available records that do not require significant staff resources to locate and produce will normally be answered without charge. More substantial requests will be assessed fees to cover the costs of locating the requested records and in producing and delivering hard or electronic copies of the records. A schedule of such fees will be provided to the requester; if the projected fees exceed \$250, a 50 percent deposit may be required before Authority resources are committed to locating and producing the requested records.