

FOIA

ST. LOUIS REGIONAL AIRPORT

FREEDOM OF INFORMATION ACT STATEMENT, DOCUMENT LISTING & POLICY

The following information is supplied by the St. Louis Regional Airport pursuant to Sections 4 and 5 of the Illinois Freedom of Information Act (5 ILCS 140/4 & 5):

1. Descriptive Statement:
 - a. The St. Louis Regional Airport is a public airport authority organized and operating under the provisions of the Illinois Airport Authorities Act (70 ILCS 5/1 et seq.)
 - b. It is located in the following county or counties: Madison.
 - c. It operates an airport and administrative building from the following location or locations: 8 Terminal Drive, East Alton, Illinois 62024.
 - d. The mailing address of the airport is 8 Terminal Drive, East Alton, Illinois 62024.
 - e. Persons desiring to contact the airport may contact the following: Freedom of Information Officer, St. Louis Regional Airport: 8 Terminal Drive, East Alton, Illinois 62024.
 - f. The airport is governed by a Board of Commissioners consisting of 7 persons. Meetings of the Board are held on the third Thursday of every other month at 4:30 P.M. at 8 Terminal Drive, East Alton, Illinois 62024, unless otherwise noted on the airport's website for the COVID-19 pandemic.
 - g. The approximate budget of the airport is \$2,566,000.00 annually.
2. The airport maintains the following types and categories of records:
 - a. General Ordinances.
 - b. Budget and Appropriation Ordinances adopted annually.
 - c. Property Tax Levy Ordinances adopted annually.
 - d. Financial Reports prepared annually.
 - e. Agendas and Minutes of meetings of the Board of Trustees.
 - f. Vouchers, Bank Statements and Records, and other financial records pertaining to receipts and disbursements of the airport.
 - g. Policies and procedures regarding the operation of the airport.

h. Correspondence.

i. Personnel and training records.

3. Records of the airport which are available for immediate disclosure are: none.

4. Records of the airport which are subject to disclosure under the Freedom of Information Act may be requested **in writing** from the Freedom of Information Act Officer listed above. Requests are to be submitted in writing delivered to the attention of the Freedom of Information Act Officer listed above, at the above address. Requests will be processed within the time permitted by the Freedom of Information Act, five (5) business days for noncommercial requests and twenty-one (21) business days for commercial requests, unless additional time, as permitted by the Act, is required to process the request, in which case the person making the request will be notified in writing of the action taken with reference to the person's request. Records will generally be made available at the airport's administrative office for inspection at a mutually convenient time. Copies of records will be furnished in accordance with the provisions of the Freedom of Information Act. (First 50 pages of material will be provided without charge, additional pages will be charged at the rate of 15 cents per page. Color or oversize copies will be supplied at actual cost.) Any request for a waiver of copying fees must be in writing and accompany the request for copies.

5. A denial of any records request will be made in writing to the person making the request and a request for review of any denial may be made to the Public Access Counselor, Public Access Bureau, Office of the Attorney General, 500 South Second Street, Springfield, Illinois 62706 (217-558-0486) under Section 9.5 of the Freedom of Information Act (5 ILCS 140/9.5) within sixty (60) days of the date of denial. Persons whose request is denied may also seek judicial relief under Section 11 of the Freedom of Information Act (5 ILCS 140/11).

6. Information required in Section 7.3 of the Open Meetings Act is physically posted at the administrative office of the Airport.