	Bermuda Airport Authority		
	PATI Information Statement		
	Last updated: 25 Jan 2021	Distributed by: Information Officer	Distribution: Public

## 1. Introduction

The purpose of the Public Access to Information Act 2010 is to make public authorities more open and accountable by giving the public access to information that serves the public interest.

The Bermuda Airport Authority (the “Airport Authority” or the “Authority”) provides this Information Statement to help the public better understand our role, clarify Authority record types, and facilitate access to records held by the Authority.

The Statement is divided into the following sections:

1. Introduction (this section)
2. About the Bermuda Airport Authority
3. Governing Legislation and Regulations
4. General structure
5. General functions, powers, and duties
6. Obligations under the PATI Act 2010
7. Services and programmes
8. Classes of records
9. Administrative and operations manuals
10. Bermuda Airport Authority: Contact details
11. Any other information
12. Information Statement: Copies and Updates
13. Annex One: Board structure
14. Annex Two: Organizational Structure


## 2. About the Bermuda Airport Authority

The Government of Bermuda established the Authority on 2 March 2017 as owner of the LF Wade International Airport. As a body corporate, quasi-autonomous non-governmental organisation (“QUANGO”), the Authority was established and is governed by the Bermuda Airport Authority Act 2017 (“the Act”). Although the Minister may give general directions, the Authority reports to a Board of Directors that is responsible for the actions and general administration of its affairs and business.

## 3. Governing Legislation and Regulations

In addition to the Act, the Authority adheres to a long list of local and international laws and regulations. A short-list (not exhaustive) of related legislation is shown below. Copies of legislation are available on [www.bermudalaws.bm](http://www.bermudalaws.bm)

- Acquisition of Land Act 1970
- Air Navigation (Overseas Territories) Order 2013
- Airport Redevelopment Concession Act 2017
- Bermuda Civil Aviation Authority Act 2016
- Customs Tariff Act 1970
- Development and Planning Act 1974
- Development of Land (Airport Approaches) Act 1956
- Electronic Communications Act 2011
- Electronic Transactions Act 1999
- Employment Act 2000
- Foreign Currency Purchase Tax Act 1975
- Health Insurance Act 1970

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- Labour Relations Act 1975
- Land Valuation and Tax Act 1967
- National Pension Scheme (Occupational Pensions) Act 1998
- Occupational Safety and Health Act 1982
- Public Treasury (Administration and Payments) Act 1969
- Public Lands Act 1984
- Stamp Duties Act 1976
- Statutory Instruments Act 1977

#### 4. General structure

The Authority’s Board of Directors is responsible for the actions and general administration of its affairs and business. The Board oversees the work of the Authority’s Chief Executive Officer who, supported by a C-Suite and Leadership Team, leads several organizational Units and Sections that collectively deliver on the Authority’s mandate. See Annex One for the Board structure and Annex Two for the organizational structure (both as of 25 January 2021).

#### 5. General functions, powers, and duties

##### 5.1 Primary functions


The Authority’s mandate is to protect and advance Bermuda’s interests, with a focus on the redevelopment, operations, maintenance, management, and oversight of the LF Wade International Airport – Bermuda’s only airport.

In the execution of its mandate, the Authority’s primary functions include:

- a) Overseeing Bermuda Skyport Corporation Limited (“Skyport”) as they design, build, finance, operate, and maintain the airport passenger terminal facilities to ensure compliance with the Project Agreement and the protection of Bermuda’s interests.
- b) Assuming responsibility for the ongoing operations and maintenance of the airport passenger terminal facilities at the end of the 30-year Project Agreement (2047).
- c) Ensuring the provision of Air Traffic Control, Bermuda Weather Service, Air Traffic Engineering, and Airport Maintenance Services. Prior to 1 April 2019, these services were delivered via a third-party vendor contract; these services are now provided by the Authority.
- d) Ensuring the provision of Airport Rescue and Firefighting Services, currently provided under a Memorandum of Understanding with the Bermuda Fire and Rescue Services.
- e) Managing key aviation contracts and equipment including, U.S. Federal Aviation Administration (“FAA”) assets.
- f) Collaborating with the Government of Bermuda, the Bermuda Tourism Authority (“BTA”), Skyport, and related stakeholders to help develop and maintain sustainable, year-round air service to the Island.

In 2020 the Authority redefined its core values – and added supporting principles – to guide our team and cultivate a culture that aligns with our mandate. Our new values are:

- a) Protect the public interest.
- b) Succeed as a team.
- c) Deliver results.

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## 5.2 General powers of the Authority

For the purposes of carrying out its functions, subject to the provisions of the Act, the Authority has the power to:

- a) carry on business and related activities.
- b) do all such things and enter into all such transactions that appear to the Authority to be necessary or advantageous to carry out its functions.
- c) Engage staff, consultants, and others as necessary, on terms and conditions the Authority deems necessary, subject to requirements of applicable laws of Bermuda.
- d) make charges, as the Authority may determine, for the provision of its services.
- e) open and operate interest bearing bank accounts within or outside Bermuda.
- f) with the approval of the Minister and the Minister of Finance, borrow money and otherwise raise capital in accordance with the Act; and
- g) except if prohibited by the Act or any other law, with the consent of the Minister, delegate in writing any of the functions conferred on the Authority under sections 4 or 6 of the Act.

## 5.3 General duty of the Authority


The Authority must conduct its business in a cost-effective and efficient manner, while having regard to the Government of Bermuda's desire to enhance opportunities for Bermudians and local investment at the airport. Duties include:

- a) Either alone or in conjunction with other persons, take steps as are necessary for the efficient operation, safety, management, and development of the Airport.
- b) have regard to the safety standards relating to the operation of aircraft and air navigation applied and enforced by the Bermuda Civil Aviation Authority.
- c) oversee operations of the Airport.

## 6. Obligations under PATI Act 2010

The Authority shares the same general obligations under the PATI as all public authorities:

- a) To provide an information statement for the public and promulgate it.
- b) To provide other information to the public so that the public needs only to have minimum resort to the use of the PATI Act to obtain information. This includes:
  - i. General information, e.g., activities of the Authority
  - ii. Log of all information requests and their outcome
  - iii. Quarterly expenditure (upon request)
  - iv. Contracts valued at \$50,000 or more.
- c) To respond to information requests in a timely manner.
- d) To track information requests and provide this data to the Information Commissioner.
- e) To respond to requests from the Information Commissioner
- f) To amend personal information held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates.
- g) To conduct an internal review if formally requested.
- h) To give evidence for review by the Information Commissioner or for judicial review, if required.
- i) To provide an annual written report to the Information Commissioner of the status of information requests.
- j) To do anything else as required under the PATI Act and subsequent Regulations, including:
  - i. Fees for Requests for information.
  - ii. Management and maintenance of records.

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- iii. Procedures for administering the Act.
- iv. To train staff and plan to facilitate compliance with the PATI Act.
- v. To designate one of its officers to be the person to whom requests are directed.

## 7. Services and programmes

The Authority provides the following services and programmes to deliver on our mandate:

- a) Air service development
- b) Air traffic control
- c) Air traffic engineering
- d) Airport maintenance services
- e) Aviation meteorology
- f) P3 Contract oversight
- g) Public weather services
- h) Quality management and aviation safety management systems
- i) Technical aerodrome facilities management

## 8. Classes of records

Administration	Operations
a) Legislation and regulations	a) Contracts and memoranda
b) Policies and procedures	b) Operational and oversight records
c) Human resource files	c) Retained Government Services records
d) Accounting and financial records	d) Weather and Climate records
e) Contracts and agreements	


## 9. Administrative and Operations Manuals

The Authority uses the following documents to guide its work and decision-making:

- a) Employee Handbook
- b) Financial Instructions
- c) Health and Safety process guides
- d) L.F. Wade International Airport Project Agreement
- e) Memoranda of Understanding (U.S. Federal Aviation Administration, Bermuda Fire and Rescue Services)
- f) Standard Operating Procedures
- g) Quality and Aviation Safety Management System manuals

## 10. Bermuda Airport Authority: Contact Details

Information Officer	Physical Address	Authority contact details
Justin Simons Chief Administrative Officer <a href="mailto:jsimons@airportauthority.bm">jsimons@airportauthority.bm</a> +1 441 242-2009	Bermuda Airport Authority Building 332 "East" 11 Waller's Point Road St. George's DD 03, Bermuda	W: <a href="http://airportauthority.bm">airportauthority.bm</a> T: +1 (441) 242-2000 E: <a href="mailto:info@airportauthority.bm">info@airportauthority.bm</a>

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## 11. Any Other Information

Additional information, including the Authority's Annual Reports, a description of Airport Regulated Fees and Charges, and the Board Interest Register, is posted and updated regularly on the Authority's website: [airportauthority.bm](http://airportauthority.bm)

## 12. Information Statement: Copies and Updates

Airport Authority Information Statement last updated: 25 January 2021.

Locations of Information Statement:

- a) Principle office (address in Section 10)
- b) Bermuda Airport Authority website
- c) Bermuda National Library
- d) Bermuda Archives
- e) Information Commissioner

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As of 25 January 2021, the Authority Board of Directors consists of seven voting members, two non-voting members who contribute at the Committee level, and a non-voting ex-officio Chief Executive Officer. The Directors are led by a Chairperson, who receives general guidance from the Minister of Transport, and work across five committees, as shown below:

## Bermuda Airport Authority Board and Committees (Effective 25 January 2021)

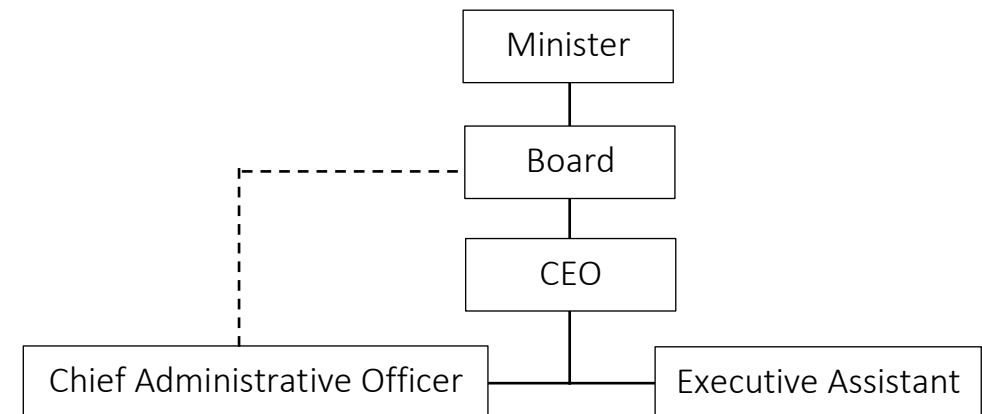
### Board of Directors

1. Lovitta Foggo (Chairperson)
2. Craig Bridgewater (Deputy Chairperson)
3. Kimberley Caines-Best
4. Robert Steynor
5. Ian MacIntyre
6. Marshall Minors
7. Scott Simmons
8. Lester Nelson (CEO, non-voting, ex-officio)
9. Jeannie Siggins (non-voting)
10. Vanessa Turner (non-voting)

### Board Committees

- Finance
- Governance
- Human Resources
- Strategic Initiatives
- Technical

### Governance Structure

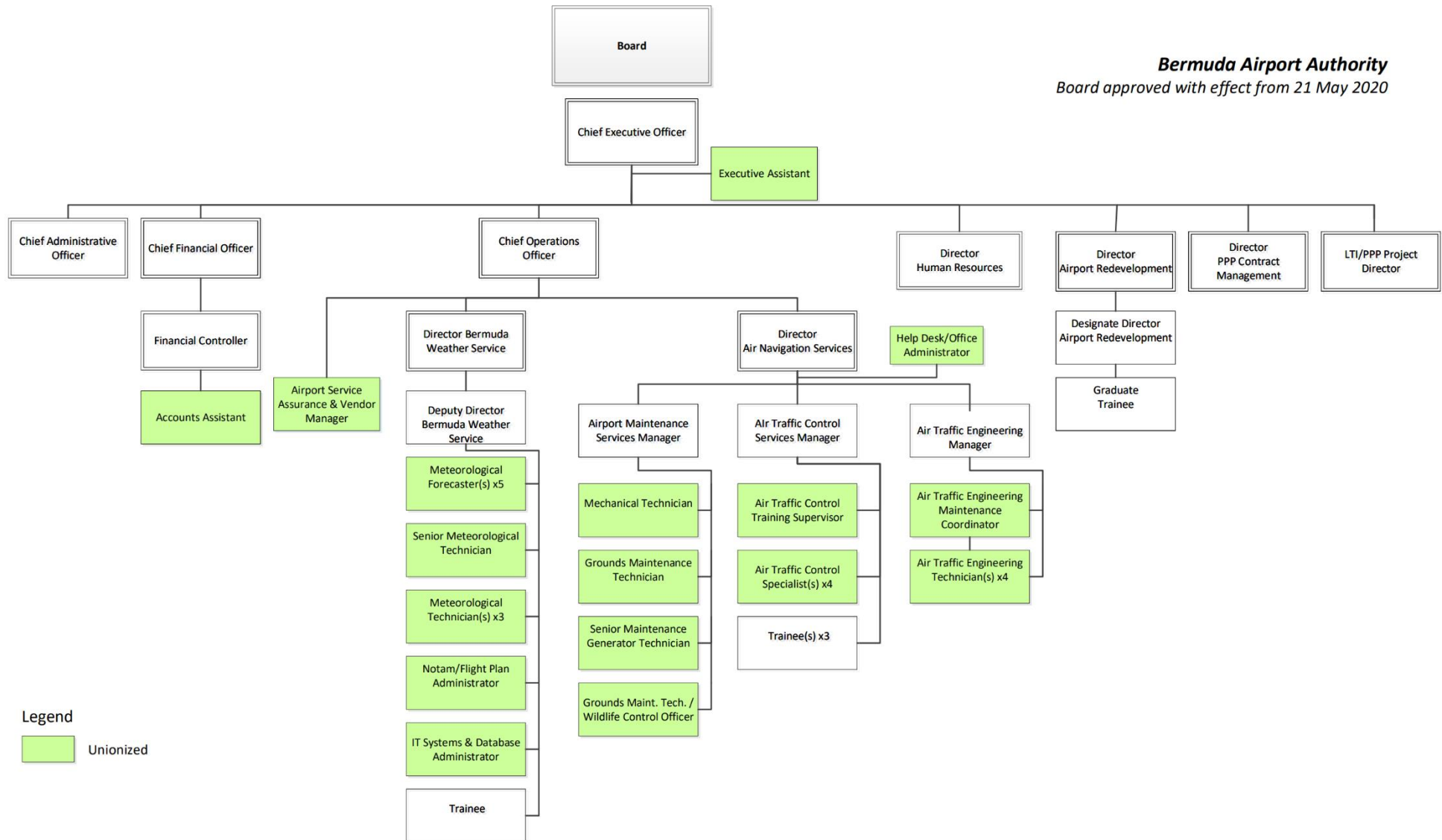


### Committee Members

Finance	Governance	Human Resources	Strategic Initiatives	Technical
Craig Bridgewater (Chair)	Lovitta Foggo (Chair)	Kimberley Caines-Best (Chair)	Lovitta Foggo (Chair)	Robert Steynor (Chair)
Lovitta Foggo	Craig Bridgewater	Ian MacIntyre	Marshall Minors	Marshall Minors
Marshall Minors	Kimberley Caines-Best	Lovitta Foggo	Scott Simmons	Ian MacIntyre
	Robert Steynor			Jeannie Siggins (Non-voting)
				Vanessa Turner (Non-voting)



**Bermuda Airport Authority**  
Board approved with effect from 21 May 2020



Legend



Unionized