

MINUTES OF PAHL BOARD MEETING (OPSCO)

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DATE:	1 st May 2019	TIMINGS:	PLANNED:	ACTUAL:
		START:	0900 hrs	0900 hrs
		FINISH:	1200 hrs	1200 hrs
VENUE:	Board Room, Glasgow Prestwick Airport	RELEASED ON:	15 th May 2019	

DATE OF NEXT MEETING:	PLANNED VENUE:	PLANNED START:	PLANNED FINISH:
Wednesday 26 th June 2019	Boardroom	0900 hrs	1200 hrs

NO	MINUTES FORMAT:	PARTICIPANTS:	IN ATTENDANCE:
	Quorum	Andrew Miller (AM) – Chair	Jules Matteoni (JM)
1.	Declaration of Interests	Stewart Adams (SA)	Sonia Rafferty (SR)
2.	Chair’s Introductory Remarks	Beth Corcoran (BC)	Zoe Kilpatrick (ZK)
3.	Minutes of Previous Meeting:	Paul Neep (PN)	Jamie Carson (JC) (TS)
	i. OpsCo Meeting of 27 th February 2019	Valerie Scoular (VS)	Janet Kindness-Muir (JK) (Minute taker)
	ii. OpsCo Action Table of 27 th February 2019	Ian Forgie (IF)	
4.	Management Information Pack:		APOLOGIES:
	i. CEO Monthly Update – Paper 44a (SA)		Gordon Arthur (GA)
	ii. Health & Safety, Security, Operational Report & Capex Update – Paper 44b (JM)		Chris Wilcock (CW) (TS)
	iii. Finance Report – Paper 44c (IF)		Gary Cox (GC)
	iv. Commercial Report – Paper 44d (ZK)		
	v. People & HR Report – Paper 44e (SR)		
5.	██████████ FOISA 33 (1)(b) commercial interests of the company		
6.	██████████ FOISA 33 (1)(b) commercial interests of the company		
7.	Dates of Future Meetings		
8.	AOCB		

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Quorum

The chair confirmed that notice of the meeting had been given to the directors in accordance with the articles of association of the Company (the 'Articles').

The chair noted that a quorum was present in terms of the Articles and so it was competent to proceed with the business of the meeting.

1. DECLARATION OF INTERESTS

- 1.1 The non-executive directors declared that they had no new interests in the business of the meeting that they were required to declare under section 177 of the Companies Act 2006.

2. CHAIRMAN'S INTRODUCTORY REMARKS

- 2.1 AM welcomed everyone to the meeting, [REDACTED] FOISA 33 (1)(b) commercial interests of the company

- 2.2 Apologies were noted as above.

3. MINUTES OF PREVIOUS MEETING

OpsCo Meeting of 27th February 2019

- 3.1 Point 2.3 – JC stated that he has attended a previous Board meeting, and the meeting held on 27th February was CW's first attendance. The minutes will be updated to reflect this.
- 3.2 With the above amendment, the minutes were approved.
- 3.3 BC proposed that the ARCIC meeting scheduled for December 2019 be moved to January 2020, [REDACTED]. FOISA 33 (1)(b) commercial interests of the company

OpsCo Action Table as at 27th February 2019

- 3.4 41.01 – The target date for issuing the Terms of Reference for the OpsCo and HoldCo Boards has been extended to October 2019.
- 3.5 43.01 – IF will send bridge to Board members following the Board meeting.
- 3.6 All other actions were closed.

4. Management Information Pack

i. CEO Monthly Update – Paper 44a (SA)

- 4.1 SA presented the CEO monthly update and highlighted key points.
- 4.2 Steven Nicholl (SN), Commercial Manager, started on 10th April. SN has direct responsibility for car parking, concessions, and comms and marketing.
- 4.3 Sabina Sarwar, HR Business Partner, started on 29th April.
- 4.4 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.5 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.6 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

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4.7 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

ii. Health & Safety, Security, Operational Report & Capex Update – Paper 44b (JM)

4.8 JM highlighted key points from the report.

4.9 JM advised that an operational meeting was held [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.10 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.11 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.12 JM stated that with regard to point 24 of the report, this refers to external Senior Executives.

4.13 [REDACTED] FOISA 33 (1)(b) commercial interests of the company This will be discussed at the Safety Assurance Committee.

iii. Finance Report – Paper 44c (IF)

4.14 IF highlighted that March was a very positive month, [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.15 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.16 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.17 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.18 [REDACTED] FOISA 33 (1)(b) commercial interests of the company IF will add this figure to the accounts to be submitted to the ARCIC meeting on 25th June.

4.19 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

iv. Commercial Report – Paper 44d (ZK)

4.20 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.21 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.22 The new airside dining outlet, The Par and Eagle, will open for first wave passengers on Thursday 2nd May.

4.23 The barrier system at the entrance to Alpha is due to go live w/c 6th May.

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v. People & HR Report – Paper 44e (SR)

- 4.24 [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.25 [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.26 SR will circulate an information paper detailing the current status [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.27 [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.28 [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.29 [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.30 [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.31 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.32 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.33 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

5. [REDACTED] FOISA 33 (1)(b) commercial interests of the company

- 5.1 [REDACTED]
[REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.2 The draft is due to be completed by the middle of May.
- 5.3 FOISA 33 (1)(b) commercial interests of the company

6. [REDACTED] FOISA 33 (1)(b) commercial interests of the company

- 6.1 SA and AM had a very positive meeting [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 6.2 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 6.3 [REDACTED] FOISA 33 (1)(b) commercial interests of the company

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6.4 [REDACTED] FOISA 33

(1) (b) commercial interests of the company

6.5 [REDACTED] FOISA 33 (1) (b)

commercial interests of the company

7. Dates of Future Meetings

7.1 The dates of future meetings were noted.

8. AOCB

8.1 BC provided a brief update on the ARCIC meeting, held on Tuesday 30th April.

8.2 [REDACTED] FOISA 33 (1) (b) commercial interests of the company

8.3 BC informed the Board that the Risk Register will be presented at the Board meeting in June. [REDACTED] FOISA 33 (1) (b) commercial interests of the company

8.4 There was discussion around the Strategy Day, to be held later in the year. A date has to be confirmed, [REDACTED] FOISA 33 (1) (b) commercial interests of the company

