

## MINUTES OF PAHL BOARD MEETING (OPSCO)

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<b>DATE:</b>	Wednesday 26 <sup>th</sup> June 2019	<b>TIMINGS:</b>	<b>PLANNED:</b>	<b>ACTUAL:</b>
		<b>START:</b>	0900 hrs	0900 hrs
		<b>FINISH:</b>	1130 hrs	1200 hrs
<b>VENUE:</b>	Board Room, Glasgow Prestwick Airport	<b>RELEASED ON:</b>	12 <sup>th</sup> July 2019	

<b>DATE OF NEXT MEETING:</b>	<b>PLANNED VENUE:</b>	<b>PLANNED START:</b>	<b>PLANNED FINISH:</b>
Wednesday 28 <sup>th</sup> August 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)	Gary Cox (GC) (TS)
	i. OpsCo Meeting of 1 <sup>st</sup> May 2019	Valerie Scoular (VS)	Janet Kindness-Muir (JK) (Minute taker)
	ii. OpsCo Action Table of 1 <sup>st</sup> May 2019	Gordon Arthur (GA)	
4.	Management Information Pack:	Ian Forgie (IF)	<b>APOLOGIES:</b>
	i. CEO Monthly Update – Paper 45a (SA)		
	ii. Health & Safety, Security, Operational Report & Capex Update – Paper 45b (JM)		
	iii. Finance Report – Paper 45c (IF)		
	iv. Commercial Report – Paper 45d (ZK)		
	v. People & HR Report – Paper 45e (SR)		
5.	██████████ – Paper 45f (SA) FOISA 33 (1)(b) commercial interests of the company		
6.	Dates of Future Meetings		
7.	AOCB		

<b>Quorum</b>
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').

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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 The Chair welcomed everyone to the meeting.

### 3. MINUTES OF PREVIOUS MEETING

#### OpsCo Meeting of 1<sup>st</sup> May 2019

3.1 Point 8.3 – BC advised that the Risk Register will be presented to the ARCIC and OpsCo Board in August.

3.2 With the above amendment, the minutes were approved.

3.3 [REDACTED] FOISA 33  
(1)(b) commercial interests of the company It was noted that GPA has not received a request for further information or clarification on information contained within the OpsCo Board minutes.

#### OpsCo Action Table as at 1<sup>st</sup> May 2019

3.4 All 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 [REDACTED] FOISA 31 (1)  
national security and defence

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

4.3 JM highlighted key points from the report.

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 The Airport Safety Week, held in May, was a huge success.

#### iii. Finance Report – Paper 44c (IF)

4.7 IF reported that the start of the year has been very successful, [REDACTED] FOISA 33 (1)(b) commercial interests of the company

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

4.9 Capex is lower than expected. This is due to projects being temporarily stalled. JM added that these have recommenced.

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- 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 The ERP system is now live, and in the first month of billing. [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  
  - iv. Commercial Report – Paper 44d (ZK)**
  - 4.13 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 4.14 [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
  
  - v. People & HR Report – Paper 44e (SR)**
  - 4.17 SR advised that recruitment for summer posts within ground handling and security is continuing.
  - 4.18 SR added that sickness policies are currently being reviewed.
  - 4.19 The ERP system went live for HR on 3<sup>rd</sup> June.
  - 4.20 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 4.21 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
5. [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 5.1 SA advised that the deadline dates in the calendar cannot be moved.
  - 5.2 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
  - 5.3 As indicated in the calendar, a separate OpsCo Board meeting will be scheduled for September.
  - 5.4 It was agreed that the format of the calendar should be updated to make it more user-friendly. IF will confirm dates and circulate an updated timetable to Board members. **ACTION 45.02 IF**
- 6. Dates of Future Meetings**
- 6.1 The dates of future meetings were noted.
- 7. AOCB**
- 7.1 BC provided an update on the ARCIC meeting, held on Tuesday 25<sup>th</sup> June.

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- 7.2 [REDACTED] FOISA 33 (1)(b)  
commercial interests of the company
- 7.3 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 7.4 [REDACTED]
- 7.5 [REDACTED] FOISA 33 (1)(b) commercial interests of the company has agreed to attend the remaining ARCIC meetings for this year.
- 7.6 [REDACTED]. FOISA 33 (1)(b) commercial interests of the company