

MINUTES OF PAHL BOARD MEETING (OPSCO)

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DATE:	Wednesday 18 th December 2019	TIMINGS:	PLANNED:	ACTUAL:
		START:	0900 hrs	0900 hrs
		FINISH:	1200 hrs	1115 hrs
VENUE:	Boardroom, Glasgow Prestwick Airport	RELEASED ON:	8th January 2020	

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

NO	MINUTES FORMAT:	PARTICIPANTS:	IN ATTENDANCE:
	Quorum	Paul Neep (PN) - 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:	Valerie Scoular (VS)	Janet Kindness-Muir (JK) (minute taker)
	i. OpsCo Meeting of 30 th October 2019	Gordon Arthur (GA)	
	ii. OpsCo Action Table of 30 th October 2019	Ian Forgie (IF)	
4.	Management Information Pack:		APOLOGIES:
	i. CEO Monthly Update – Paper 48a (SA)		Andrew Miller (AM)
	ii. Health & Safety, Security, Operational Report & Capex Update – Paper 48b (JM)		
	iii. Finance Report & Annual Accounts Update – Paper 48c (IF)		
	iv. Commercial Report – Paper 48d (ZK)		
	v. People & HR Report – Paper 48e		
5.	<div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> FOISA 33 (1)(b) commercial interests of the company		
6.	<div style="background-color: black; width: 150px; height: 15px; margin-bottom: 5px;"></div> FOISA 33 (1)(b) commercial interests of the company		
7.	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. Declarations of Interest

- 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 30th October 2019

- 3.1 The minutes were approved as an accurate record of proceedings.

OpsCo Action Table as at 30th October 2019

- 3.2 OC 46.01 – ongoing.

4. Management Information Pack

i. CEO Monthly Update – Paper 48a (SA)

- 4.1 SA presented the CEO monthly update and highlighted the key points.
- 4.2 October was another very strong month. November figures will be published in due course.
- 4.3 [REDACTED] FOISA 33 (1)(b) commercial interests of the company
- 4.4 The statutory accounts were laid before Parliament on Friday 13th December. SA confirmed that the accounts have been lodged with Companies House.

- 4.5 [REDACTED] FOISA 31 (1) national security and defence

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

ii. Health & Safety, Security, Operational Report & Capex Update – Paper 48b (JM)

- 4.7 JM referred to the report and advised that the CAA carried out a further inspection of the airfield; there were no significant findings.

- 4.8 Ryanair were on-site to carry out their annual audit on 24th October. [REDACTED] FOISA 33 (1)(b) commercial interests of the company

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

iii. Finance Report – Paper 48c (IF)

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

4.11 IF will circulate the Forex policy to board members. This policy will be discussed at the ARCIC meeting in January. **Action: 48.01 (IF)**

iv. Commercial Report – Paper 48d (ZK)

4.12 ZK advised that Mick O’Conner has been appointed as Project Director for the Spaceport initiative. This role is funded by South Ayrshire Council.

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

4.14 GPA is still awaiting confirmation from DLA. There have been no announcements for any of the European locations.

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

4.16 Fresh Bean will close at the end of December 2019. [REDACTED] FOISA 33 (1)(b) commercial interests of the company

4.17 ZK presented a paper for approval – [REDACTED] FOISA 33 (1)(b) commercial interests of the company The paper was approved as presented, and will be circulated to the HoldCo Board for approval.

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

v. People & HR Report – Paper 48e

4.19 SR advised that the FTE trend continues to decrease. The current FTE for November is 279.

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

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

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6.1 A call will be scheduled in January to discuss this item.

7. AOCB

7.1 The Chair thanked GA on behalf of the board for his contribution over the past four years; the Chair congratulated the Exec team on their achievements over the past 12 months. He also acknowledged JK's support to the Non-Execs.

7.2 Given the current stage of the sale process and items to be discussed, it was agreed that a date should be scheduled in January where the ARCIC, Board and HRRC will be combined. Therefore, the ARCIC meeting due to be held on the 15th January will be rescheduled.