

MINISTERIAL ENGAGEMENT BRIEFING: Cabinet Secretary for Infrastructure, Investment and Cities



Engagement title	Visit to Glasgow Prestwick Airport (GPA)
Engagement timing	Time: 09:30 – 11:55 Date: Wednesday 28 January 2015
Venue and full address (including postcode)	Glasgow Prestwick Airport Aviation House Prestwick KA9 2PL
Background/Purpose (including invitation history)	<ul style="list-style-type: none"> • Introductory meeting with the newly appoint Chair of GPA and senior management team. • Meet Local Stakeholders. • Photo-opportunity.
Event programme	<p>Cabinet Secretary to arrive at the GPA's main (long stay) car park at 09:30.</p> <p>09:30 – 09:35 (5 minutes): Meeting point – Walk to the bottom of the stairs by Starbucks in the main terminal building (to be greeted by Andrew Miller (Chair) and Iain Cochrane CEO).</p> <p>09:35 – 10:05 (30 minutes): Introductory Meeting between Keith and Andrew Miller, and GPA's senior management team.</p> <p>10:05 – 10:20 (15 minutes): Presentation on the Airport (GPA to deliver)</p> <p>10:20 – 11:00 (40 minutes): Air-side tour, including time for security clearance (Passports needed)</p> <p>11:00 – 11:20 (20 minutes): Meet local stakeholders (Leader of South Ayrshire Council, Ayrshire College and Ayrshire Chamber of Commerce & Industry)</p> <p>11:20 – 11:50 (30 minutes): Photo-opportunity and opportunity for interviews.</p> <p>11:50 – 11:55 (5 minutes): Walk to Car.</p> <p>Cabinet Secretary to leave by 11:55 </p>

<p>Guest list or meeting attendees</p>	<p>09:35 – 10:05 – Introductory meeting with the newly appointed Chair of GPA and GPA’s senior management team.</p> <ul style="list-style-type: none"> • Andrew Miller, Non-Executive Chair, GPA • Iain Cochrane CEO, GPA. • Graeme Sweeney, Chief Commercial Officer, GPA • Grant McLeod, Chief Financial Officer, GPA <p>11:00 – 11:20 (20 minutes): Meet local stakeholders</p> <ul style="list-style-type: none"> • Cllr Bill McIntosh, Leader of South Ayrshire Council • Heather Dunk, Principal and Chief Executive, Ayrshire College • Valerie Russell, Chief Executive, , Ayrshire Chamber of Commerce
<p>Official Support (including mobile number)</p>	<p>John Nicholls, Transport Scotland, Director of Aviation, Maritime, Freight and Canals:</p>

[REDACTED]

From: [REDACTED]
Sent: 10 October 2016 11:30
To: Cabinet Secretary for Economy, Jobs and Fair Work
Cc: [REDACTED]
Subject: Heathrow support event – programme

Simon

As you know the programme for this event has been quite fluid however please find below the final proposed programme (all timings are approximate). [REDACTED]

Programme

- 13:45/14:00 Andrew, Ron, Mike and [REDACTED] meet Heathrow team and take them to the boardroom
- 14:30 – Cab Sec and Martin Ritchie to be met by Ron at door and taken to boardroom to meet with Heathrow party before photo opp.
- 14:35 - party make their way to Culzean room (In airport)
- 14.40 – Cab Sec and Heathrow CEO sit at table and say a few words each then they sign the MOU with airfield as the backdrop through the windows of the Culzean room
- 14.50 – Broadcast interviews (a few potential locations for this including one with the main terminal as a backdrop)
- 15.00 – media event ends.

Regards



[REDACTED]
Transport Scotland

Tel: [REDACTED]
Mob: [REDACTED]

[REDACTED]

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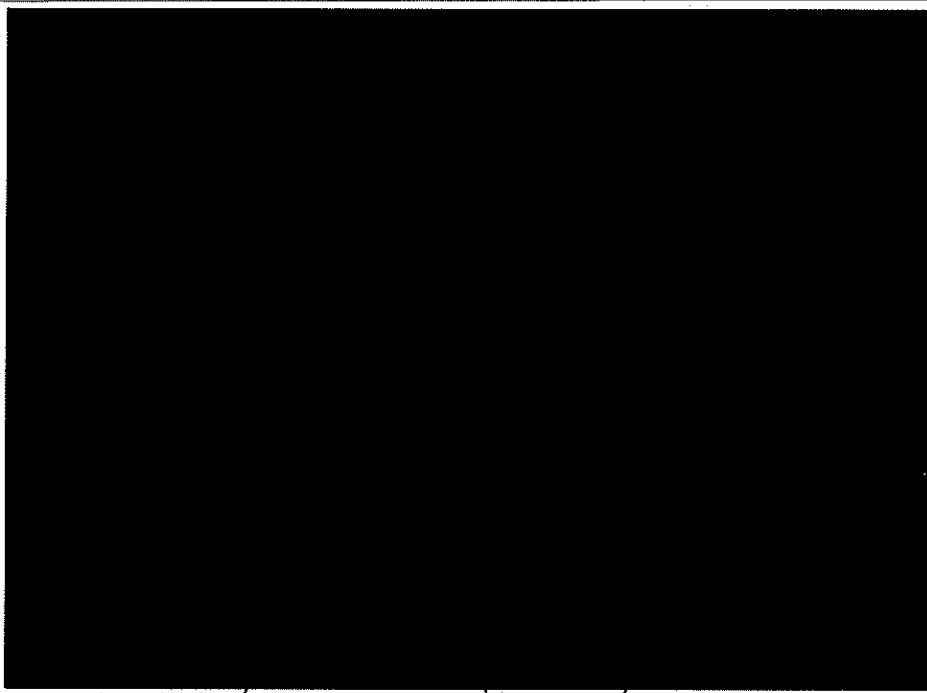
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BRIEFING FOR THE CABINET SECRETARY FOR ECONOMY, JOBS AND FAIR WORK.

VISIT TO CHEVRON AIRCRAFT MAINTENANCE LTD



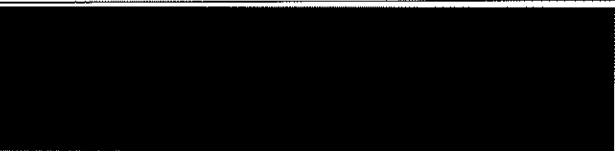
16 NOVEMBER 2016

	
Why	<p>A visit to Glasgow Prestwick Airport to announce that Chevron Aircraft Maintenance Ltd will be creating an aircraft maintenance and repair facility on site with the creation of 82 new jobs.</p> <p>Please note that this visit is to announce the support provided by SE and job creation. The facility will not be operational until early 2017.</p>
What	<p>09:15-09:25: Arrival and security arrangements. 09:25-09:45: Tour of Hanger 747 and photo opportunity. There will be an opportunity for the Cab Sec to say a few words. 09:45: Media bids. 10:00: Depart.</p>
Who	<p>Mr Len Morris, Chairman. Mr Neil Morris, Managing Director Mrs Julie Griffiths, Director Mr Kevin Simons, Sales & Marketing Director</p>
Where	<p>Executive House, Glasgow Prestwick Airport, McIntyre Avenue, Prestwick, KA9 2PQ.</p> <p>As you turn in to McIntyre Avenue, you will see two security entry gates ahead of you. Please go to the gate on the left hand side where you will be given access to the Fixed Base Operation area and directed to Executive House, where you will find parking against the exterior fence line. Attendees' spaces will be signposted.</p>

	Please then make your way in to Executive House, where you will be greeted by a member of Glasgow Prestwick Airport staff who will check your ID (Passport or Driver's license), issue a security pass and carry out security checks as required.
When	Wednesday 16 November 2016.
	[REDACTED]
Supporting officials	Paul Lewis, Scottish Development International, Managing Director [REDACTED]
	[REDACTED]

MINISTERIAL ENGAGEMENT BRIEFING: KEITH BROWN



Engagement title	Meeting with Board of Glasgow Prestwick Airport
Engagement timing	Time: 0930 – Pre-meeting with officials 0945 – Pre-meeting with Chairman of Prestwick 1000 – 1100 Prestwick Board Meeting Date: Wednesday 16 December 2015
Venue and full address (including postcode)	Board Meeting - TG 20/21, Parliament
Background/Purpose (including invitation history)	Meeting is an opportunity for Mr Brown to meet the full Board and receive a briefing on recent progress and the longer term strategy for the company
Official Support (including mobile number)	John Nicholls 
	

CABINET SECRETARY MEETING WITH PRESTWICK BOARD

Glasgow Prestwick Airport Attendees

- Andrew Miller, Chairman
- Richard Jenner, Acting Chief Executive Officer
- Bob Goldsmith, Non-Executive Director
- Ken Dalton, Non-Executive Director
- Jayne MacLennan, Non-Executive Director
- Gordon Arthur, Non-Executive Director
- Brian Sutherland, Director of Finance [REDACTED]
- Grant MacLeod, Chief Financial Officer [REDACTED]
- Sonia Raffery, HR Director
- Steve Thomson, Aerodrome and Air Traffic Services Director
- Jules Matteoni, Aviation Services, Fire and Security Director
- Mike Stewart, Business Development Director Cargo [REDACTED]
- Carol-Anne Elliott, Executive Assistant to CEO and Chairman

Agenda

1000 – Introductory remarks from Andrew Miller

1005 – Remarks by Cabinet Secretary for Infrastructure (see Annex B)

1015 – Briefing from Andrew Miller, Executive team and Non-Executive Directors on achievements to date and Corporate plan.

1030 – Discussion with Board

1100 – Cabinet Secretary leaves.



PAHL OpsCo Board Meeting (10)

1000hrs 16th December 2015 – The Scottish Parliament

Agenda

<ul style="list-style-type: none">• Chairman's introductory remarks	1000 - 1015
<ul style="list-style-type: none">• Previous Minutes Board Paper	1015 - 1030
<ul style="list-style-type: none">• Executive Report 10a	1030 - 1100
<ul style="list-style-type: none">• Stakeholder Meetings Board Paper 10b	1100 - 1105
<ul style="list-style-type: none">• Finance Report Board Paper 10c	1105 - 1115
<ul style="list-style-type: none">• Corporate Plan – Reshaping the Business Board Paper 10d	1115 - 1145
<ul style="list-style-type: none">• AOCB	1145 - 1200

Minutes of PAHL Board Meeting (OpsCo)

SUBJECT:	Meeting (08)	Page 1 of 4
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DATE:	16th December 2015	START:	PLANNED	ACTUAL
		FINISH:	1000	1000
			1200	1215
VENUE:	Board Room	Draft <input checked="" type="checkbox"/> 18/12/15	Released <input checked="" type="checkbox"/>	On

DATE OF NEXT MEETING:	PLANNED VENUE:	PLANNED START:	PLANNED FINISH:
27 th January 2016	Prestwick	1330	1730

NO	MINUTES FORMAT	PARTICIPANTS	APOLOGIES:
1.	Introduction	Andrew Miller (Chair) (AM) Richard Jenner (RJ)	Brian Sutherland
2.	Review of Previous Minutes	Grant McLeod (GM) Gordon Arthur (GA)	
3.	AOB	Ken Dalton (KD) Jayne MacLennan (JM)	
4.	Outstanding Actions	Bob Goldfield (BG)	
		IN ATTENDANCE	
		Sonia Rafferty (SR)	
		Steve Thomson (ST)	
		Jules Matteoni (JM)	
		John Nicholls (JN)	
		Gary Cox (GC)	
		Carol-Anne Elliott (Minute Taker)	
		Mike Stewart (MS)	
		Keith Brown (Minister)	
		Simon Forrest	

1.	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")
2.	PURPOSE OF THE MEETING AND OPENING STATEMENTS
	The Chair noted the purpose of the meeting and welcomed all to the meeting.
3.	DECLARATION OF INTERESTS
	The Chair declared that they had no interest in the business of the meeting that they were required to declare under Section 177 of the Companies Act 2006 (transactional conflicts of interest)
4.	CHAIRMAN'S REMARKS
	Chairman welcomed Minister Keith Brown and Simon Forrest to the meeting and thanked him for hosting the meeting at the Scottish Parliament.
	Minister Keith Brown introduced himself and discussed the Government's purchase of the Airport and the importance of the economic impact on the area. The Government recognised that it would take some time to turn around the business. Broad support will be required to make Glasgow Prestwick Airport successful. They recognise the support of the Non Executive Directors and the Executive Team will help with the success of the business. The Minister recognised that the success of the Airport is at times judged on the amount of passengers through the Airport. The Minister advised that everyone is keen to hear of success stories from the Airport and commercial opportunities.

Minutes of PAHL Board Meeting (OpsCo)

SUBJECT:	Meeting (08)	Page 2 of 4
-----------------	--------------	-------------

5.	FINANCE REPORT	Actions
	<p>GMcL talked through the Finance Report</p> <p>Advised on budget process for next year.</p> <p>Revenue section requested to be redrafted to make FBO aspects clearer. FBO business case needs 12mth review to assess success and failures – Q1 project</p> <p>Minister advised that if the Government can help in any way they will.</p>	BS BS

6.	Executive Report	Actions
	<p>MS talked through the current position with Freight and discussions with various companies for future business. Recognised that Glasgow Prestwick had the expertise, flexibility and multiskilling to move quickly to any requests.</p> <p>Requirement to energise links with South Ayrshire Council and Scottish Enterprise.</p> <p>Spaceport – disappointing there are no further details at present. Glasgow Prestwick are working with all the local stakeholders involved in the Spaceport.</p> <p>At present the Airport is doing a large amount of engagement work to ensure people are aware of the business the Airport is doing and building a positive future with good plans for next year.</p> <p>JMcL advised looking at strategic plan for property e.g. looking at long term cost of the existing terminal and what can be done to reduce overheads.</p> <p>KD spoke of the good changes that had been made in Management and the different approach that was being made to opportunities</p> <p>BG advised that he will be helping JM/MS to help develop freight opportunities.</p>	

7.	AOB	
	[REDACTED]	
	<p>ST met with utilities company to look at becoming self sufficient. Report back 2nd week in January. ST and JMcL will meet to look at various options within the terminal and other areas to assess where we can make savings.</p>	

8.	CORPORATE PLAN – Reshaping the Business	
	<p>The Board discussed the corporate plan and recommended the business progress on the basis of option C at this stage and to review the other options again later in the year</p>	RJ

Minutes of PAHL Board Meeting (OpsCo)

9.	ACTIONS	
	<p>Windfarm Radar Mitigation System Procurement Next Board meeting a paper is required that covers the risks <i>Update 24/11/15 –</i> Lawyer contracted for 24 days pre Christmas to conclude procurement contracts and review the existing agreements, with review paper to be presented to January Board meeting. <i>Update: 16/12/15 – Ongoing</i></p>	RJ
	<p>[REDACTED]</p>	RJ
	<p>Marketing Requirement to look at the Marketing Budget and data on what we are spending. E-shots are good. Is Radio the best way of marketing? <i>Update 20/10/15- Received expenditure breakdown – agreed that it was too risky to change the marketing campaign at this stage. Look at budget for next year</i> [REDACTED] <i>Update: 24/11/15 – Ongoing</i> <i>Update: 16/12/15 – Ongoing</i> RJ to discuss marketing with the BD team. Consider setting up a group on LinkedIn.</p>	RJ/MS
	<p>[REDACTED]</p>	MS
	<p>Postcode Research Requirement to do more research on postcodes <i>Update 24/11/15 – Information from 2008 did show that there was a significant number of passengers outside our core areas. On flights this summer there were [REDACTED] from out with our immediate core area. Need to continue assessing our catchment area and if there is further relevant data we can use from our new parking system.</i></p>	RJ
	<p>5 Year Priorities Requirement to have 3 or 5 top priorities for the next 5 years and 3 or 5 top priorities for the next year. Need priorities and time scales. <i>Update 24/11/15- We need to prioritise and have a list of 10 priorities and ensure the other priorities are not lost.</i> <i>Update: 16/12/15 – Ongoing – limited progress due to other time conflicts</i></p>	RJ
	<p>Cardiff Visit SR to pay a visit to Cardiff Airport <i>Update 24/11/15 – Visit was not possible but communication is ongoing with SR and Cardiff Management and visit still to be arranged.</i> <i>Update: 16/12/15 – Ongoing.</i></p>	SR
	<p>Spaceport Stuart McIntyre to concentrate on bid process only. [REDACTED] [REDACTED]</p>	RJ/AM
	<p>Website All amenities we have should be put on the website. Requirement to tie in with Aviation Services. Noted that we will benefit from having one website with all of our businesses on the website. Requirement to look at Wikipedia.</p>	RJ/MS

Minutes of PAHL Board Meeting (OpsCo)

SUBJECT:	Meeting (08)	Page 4 of 4
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		RJ
	Stakeholders BG would like to meet with local stakeholders. This should take place after a Board Meeting and invite 3 or 4 selected stakeholders each month	RJ
	Media Kirsten Sweeney needs to build relationship with local journalists	KD
	AOA Table to be taken at the AOA Dinner in March 2016	RJ

	DATE OF NEXT MEETING	
11.	The next meeting is scheduled for 27 th January 2016 at Glasgow Prestwick Airport	

MINISTERIAL ENGAGEMENT BRIEFING: KEITH BROWN



Engagement title	Meeting with Glasgow Prestwick Airport to discuss their Spaceport work	
Engagement timing	Time: 13:45 to 14:30 Date: Thursday 16 June 2016	
Venue and full address	T4.03, Parliament	Post code:
Background/Purpose include invitation history	Mr Brown requested a meeting with the lead person behind Prestwick's bid for the UK Spaceport. It is also an opportunity for Mr Brown to meet Ron Smith, the new CEO of Prestwick Airport.	
[Redacted]	[Redacted]	
[Redacted]	[Redacted]	
Guest list or meeting attendees	<ul style="list-style-type: none"> • Ron Smith, Chief Executive Officer, Prestwick Airport • Mike Stewart, Business Development Director, Prestwick Airport 	
[Redacted]	[Redacted]	
[Redacted]	[Redacted]	

[REDACTED]

From: [REDACTED]
Sent: 17 June 2016 12:31
To: Nicholls J (John) (TRANS); [REDACTED]
Cc: [REDACTED]
Subject: GPA Spaceport - Cabinet Secretary meeting summary - 16 June 2016

John / [REDACTED]

Yesterday's meeting Mr Brown had with Ron Smith and Mike Stewart about Prestwick's Spaceport work raised a few points and actions we will have to undertake.

Spaceport

[REDACTED]

ACTION:

- SG to talk to SE and SDI about adding value to Prestwick's project leadership.
- There was the caveat from the Cab Sec that this was all as long as there was nothing intrinsic within the regulations that would stop spaceflight e.g. flight path or population issues. Consideration also required on whether Spaceport status would act as a barrier to growth in other parts of the Airport business.
- [REDACTED] GPA suggested that licensing was 18-24 months off.
- RS and MS gave KB a quick summary of all the work that had been going on behind the scenes (hard copies of presentation provided separately), who they had been meeting with and why, to reassure KB that a lot of work has, and continues to be, undertaken. Also discussed some technical issues such as [REDACTED] There may be more of an **action** for Aviation Branch to keep KB more up to date with GPAs Spaceport progress. [REDACTED]
- KB Office are trying to get a meeting with Patrick McLaughlin (possibly 30 June). Spaceport to be added to agenda.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- KB would like a paper in around 2 weeks which covers progress, what the opportunities are, and how the SG, its agencies and GPA take the project forward and beat the competition. **ACTION:** Paper to Minister.
- The Cab Sec would also like to meet again in a few weeks' time including GPA. **ACTION:** meeting with KB.

- [REDACTED] He would touch on Spaceport with the SoS when meeting him next week.

Other

- KB will want to revisit freight and passenger performance at a later date.
- RS provided an update with regard to [REDACTED]

[REDACTED]

When we spoke with Mike Stewart after the meeting he confirmed that they were already in receipt of some of the licensing criteria and had made some assumptions on infrastructure costs. A basic facility would come in at around [REDACTED] Mike has undertaken to provide a précis covering both aspects.

Regards

[REDACTED]



[REDACTED]

Transport Scotland

Tel: [REDACTED]
Tel: [REDACTED]
Mob: [REDACTED]

[REDACTED]

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EH6 6QQ

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24 February 2017 - Meeting with Ron Smith, CEO of Glasgow Prestwick Airport.

The Cabinet Secretary requested a short meeting after his attendance at an event to officially open the new paint facility at Spirit Aviation. This meeting was requested by Mr Brown to allow him to receive an update on Prestwick Airport's current activity in engaging with the Scottish seafood industry and their plans to take this forward. The meeting took place within the newly opened Spirit paint shop.