

**DAL Board Minutes**  
**Monday 27th February 2023 Microsoft Teams**

**Board Attendees:** (LJ) Lorna Jack (HIAL, Chair)  
(IL) Inglis Lyon (HIAL, Managing Director)  
(JM) Jamie Manson (HIAL, Director of Finance)  
(LS) Loraine Strachan (Non-Executive Director)  
(LC) Lynne Clow (Non-Executive Director)  
(IT) Isabel Todenhoefer (Non-Executive Director)  
(GCg) Greg Colgan (Non-Executive Director)

**In Attendance:** (DS) Denise Sutherland (HIAL, Head of Communications)  
(AS) Andrea Sillars (Director of Human Resources)  
(DM) Darren MacLeod (HIAL Acting Director of Corporate Operations)  
(JC) Jackie Clark (HIAL Executive Assistant - Minutes)

**Apologies:** (GC) Gary Cox (Head of Aviation, Transport Scotland)  
(GH) Gregor Hamilton (Dundee City Council)  
(GF) Geordie Farquhar (HIAL, Director of Operational Support)  
(CH) Chris Holliday (Non-Executive Director)

**DAL Board Meeting Commenced at 12:30**

The Chair welcomed everyone to the virtual meeting.

**Apologies**

Apologies were received from Gregor Hamilton, George Farquhar, Chris Holliday and Gary Cox.

**Declarations of Interest**

The Chair noted the usual declarations of interest. The Chair advised that Opulus Financial have acquired an interest in Wylie Bissett (HIAL internal auditors). As the Chair of HIAL also Chairs the Opulus Financial Board she has asked the Chair of the HIAL Audit Committee and the HIAL Finance Director to ensure she is kept back from any decisions made on assessment of Wylie Bissett or any auditor appointments.

**Minutes and Matters Arising**

The Board approved the minutes from the 19.12.22.

On the outstanding matter from 05.05.22 regarding the Dundee Runway code safety case IL advised it was an outstanding action for the CAA. IL would be speaking with the CAA regulator

the following day at the Accountable Manager Meeting and would enquire if they could provide a response. He would keep the Board updated on their response.

**ACTION:** IL to discuss with regulator the outstanding action from 05.05.22 on the Dundee Runway code safety case and provide update to Board.

### **Chair's Report**

The main Chair's report is within the February HIAL Board minutes. However, the Chair updated the DAL Board on the response received from the Minister for Transport in relation to the letter sent on HIAL's future funding challenges. The letter confirmed the current funding for PSO routes and will be reviewed as the contracts and funding commitments come to an end. The 2023/24 budget assumes a continuation of Dundee Airport and the PSO.

The Chair and the Managing Director continue to engage with local authorities and stakeholders via Team's calls monthly. The Chair advised GCg he and DCC leader were welcome to attend the calls.

The Board hosted Peter Simpson and Jonathan Hinkles from Loganair the previous week, and the Chair shared with the Board the main areas of concerns raised by Loganair, which were the continued industrial action and price increases. **Withheld Information No 4.**

**Withheld Information No 1.**

**ACTION:** **Withheld Information No 1.**

### **Managing Director's Report**

IL updated the Board on the forthcoming dates of 13<sup>th</sup> and 17<sup>th</sup> March for Industrial action at Dundee Airport. A meeting is scheduled with the Trade Unions on the 1<sup>st</sup> of March and IL will keep the Board updated on the outcome of the meeting.

**Withheld Information No 4.**

<b>Items for Approval by the Board</b>
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#### Item A – DAL Budget 2023/24

JM provided an overview of the budget stating the income for Dundee had been adjusted to reflect the lack of large-scale events in 2023. Costs are increased due to **Withheld Information No 4** and additional utility costs. **Withheld Information No 4.**

GCg advised the Board that Dundee will be hosting around thirty to forty thousand people on the last weekend of May for a Radio one event and asked if any allowance had been made in

the budget for this. JM advised this was not factored into the budget. A risk was identified **Withheld information No 4.**

**ACTION:** JM to provide Board a note on the impact to the 2023/24 budget for **Withheld Information No 4.**

*Decision: The Board approved the DAL budget for 2023/24*

#### Item G – Strategic Plan (Revised)

IL presented the revised Strategic plan and advised it was a more focussed plan based on HIAL’s core activities. A good level of feedback has been received from our wider stakeholders, staff and managers which has helped shape the plan. The plan will be presented to the Minister to ensure that the HIAL groups strategic plan aligns with Transport Scotland’s strategic priorities.

GCg to review the plan and provide feedback back to IL within ten days before the plan is presented to the Minister.

*Decision: The Board approved the strategic plan (revised) subject to any minor amendments received from GCg and GH. The strategic plan will return to Board should substantial changes be required.*

<b>Items for Discussion by the Board</b>
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#### Item B – DAL Company Accounts

JM provided an overview of the paper which shows a strong performance to date with a better position than budgeted. He added that no provision had been made in the forecast for any additional non-consolidated pay award for 2022/23.

#### Item C – Environmental Update

DM provided an overview of the paper highlighting the close working relationship with SEPA colleagues. Work is continuing with FreshJet on the introduction of the deposit return scheme. Following the launch of the strategy for environmental and sustainability feedback received to date has been positive. No Environmental incidents have occurred in Dundee in the last reporting period.

The Board acknowledged their appreciation of the more comprehensive environmental report being presented to the Board.

#### Item D – Operational Report

DM updated the Board on some operational changes since the board paper was published advising the Head of Air Navigation services is working on updating the ATC management

structure to provide more resilience and standardisation. The Flight Information Display system is on track and will be delivered in the financial year 2023/24.

Item E – Business Development Plan

The Board agreed it was the right time to look at the business development of Dundee Airport and agreed on who should be taking this forward.

The Chair and IL agreed to discuss offline and decide on a team to push this forward. GCg suggested that GH and other DCC colleagues should be included.

**Corporate Risks**

**Risks & Safety Update**

DM provided an overview of risks stating it was a static picture on both corporate and airport risks.

There will be an internal workshop held in March to document lessons learned on the closure of the ATMS programme.

**Items for note by the Board.**

Item F– Commercial Update

The Board noted the board paper.

The Board requested that future commercial update include value of income per customer/customer grouping effectively breaking down aero nautical revenue.

The Chair noted that the report mentioned a ten-year contract had been signed for FreshJet and asked if this was correct.

**ACTION:** IL to check to see if the FreshJet contract was for ten years or five years and confirm to Board.

**DAL Board meeting concluded at 13:17**

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**Date of the next meeting: 2<sup>nd</sup> May 2023**

No	Reason for Redaction
1	Withheld for reasons of commercial interests
2	Withheld as the information constitutes personal data



Dundee Airport  
Port-adhair Dhùn Dè

3	Withheld as disclosure of the information will endanger the physical or mental health or safety of an individual
4	Withheld as disclosure will prejudice the effective conduct of public affairs