

**DAL Board Minutes**  
**Thursday 9<sup>th</sup> December 2021 HIAL, Head Office, Inverness**

**Board Attendees:** (LJ) Lorna Jack (HIAL, Chair)  
(IL) Inglis Lyon (HIAL, Managing Director)  
(JW) Johanna Wallace (HIAL, Finance & Commercial Director)  
(LS) Loraine Strachan (Non-Executive Director)  
(EH) Eric Hollanders (Non-Executive Director) - **VIRTUAL**  
(CH) Chris Holliday (Non-Executive Director)  
(IT) Isabel Todenhoefer (Non-Executive Director)  
(JM) Jim McLaughlin (Non-Executive Director) - **VIRTUAL**  
(GCg) Greg Colgan (Non-Executive Director) - **VIRTUAL**

**In Attendance:** (GCb) Gary Cobb (HIAL Chief Operating Officer)  
(GCx) Gary Cox (Transport Scotland)  
(GH) Gregor Hamilton (Dundee City Council) - **VIRTUAL**  
(DS) Denise Sutherland (HIAL, Head of Communications)  
(AS) Andrea Sillars (Director of Human Resources)  
(JC) Jackie Clark (HIAL EA - Minutes)

**DAL Board Meeting Commenced at 14:30**

**Apologies**

There were no apologies.

The Chair informed the Board and attendees that the meeting was being recorded and the recording would be deleted on completion of the minutes. No objections were received.

**Declarations of Interest**

GCg declared an interest as an employee of Dundee City Council.

GCg declared an interest as Chair of MSIP.

**Minutes**

The Board minutes from the previous meeting on 6<sup>th</sup> October 2021 were noted, having previously been approved and published on the HIAL website as per the agreement with Transport Scotland.

**Matters Arising**

It was noted that all outstanding matters were either now complete or had a future date for resolution.

**Chair's Report**

The Chair advised the Board that herself and GCx had completed the exercise for recruitment of NXD for the HIAL Board and a recommendation had been put forward to the Minister and she hoped to have confirmation on a candidate joining early 2022.

The Chair and IL held a virtual meeting with the full Orkney Island Council to provide an update on ATMS, SATE and other projects. The conversation was very positive especially around SATE. There was some discussion around ATMS and questions about there being no island representation on our Board. As the March 22 Board meeting is due to be held in Kirkwall, HIAL board members have been invited to meet with the Council again. The Council will visit the Airport to see the SATE project, and this will be an ideal opportunity to bring the Board and the Council together.

The Chair added she was encouraging HIAL to do more of these meeting with all our relevant Councils and stakeholders.

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

The Managing Director reminded the DAL Board that industrial action had been suspended on the ATMS project whilst a delivery solution is found on the issues raised. A deadline for the end of January 22 has been set as this is when the unions will decide to either re-ballot or accept proposed changes.

The Managing Director said a model for Windfarm mitigation had been setup with the first set of negotiations commencing on the 15<sup>th</sup> of December 21. This has taken a long time to get to and the team are confident the model is secure and equitable.

The Managing Director thanked DS, GCB and AS for all their work on the Strategy and it will be formalised shortly. IL advised a video relating to the Dundee strategy work will be shared on the screen later in the meeting.

**Information withheld No 4** Issues had been raised by the trade unions on absenteeism and other matters recently.

The Managing Director advised that a meeting had been held with the regulator to get a clear understanding and grounding in terms of what is or is not possible around key components of the air traffic management strategy. This confirmed that the strategic direction of surveillance is what was described some 18 months previous which is a move away from primary and secondary radar towards co-operative surveillance.

**Information withheld No 4**

The Managing Director briefed the DAL Board on a discussion held the previous day at the HIAL Board on the HIAL FS Pension scheme.

**Information withheld No 4**

Lastly the Managing Director advised that the completion of the Inverness surface water drainage project has concluded and SEPA have closed the enforcement undertaking. Re

Dundee, SEPA have confirmed that due to dilution there is no effect of the de-icing material from the runway which goes into the River Tay.

In response to board comments on recent UK wide news on water quality levels, IL stated when performing HIAL's Environment review on the impact of climate change on the HIAL estate, questions may be asked if this is a sustainable position going forward.

### **Audit Committee Update**

LS advised the Board that CH had left the Audit Committee and EH had joined from November 21.

LS provided the Board with an update on the Audit Committee meeting which was held the previous morning. Wylie Bissett presented one audit report on Internal Audit with a 'strong' rating, one low recommendation and eleven areas of good practice.

LS advised on a discussion which was had on how the ATMS project risk flowing up to programme risk should be treated. Open Audit recommendations were reviewed with some actions to tidy up the report before financial year end.

Company risks were reviewed and the consistency of language use around risk appetite and risk tolerance was discussed

No changes were noted to the Scottish Public Finance Manual.

There were no incidents of fraud or whistleblowing reported **Information withheld No 4**

A question was raised on whether the whistleblowing policy was being reviewed. LS advised the policy itself was not being reviewed, however, it was important that it was highlighted to colleagues that there was a policy.

LS advised that the Audit Committee reviewed the IABP accounts.

LS said Wylie Bissett had completed the audit around the ATMS project and the team were looking at the responses and accuracy of the report.

It was agreed going forward that a copy of the Audit Committee minutes would be incorporated within the Dundee Board pack.

<b>Corporate Risks</b>
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### **Item 1 – Risks & Safety Update**

GCB went through the slides with the Board advising on the Lessons Learned slide which focusses on the outcome of the Euro control virtual training session which flipped the twelve

most common causes of human factors moving away from negative to focus on a more positive approach.

The risk appetite is at its final position with any risk outside the appetite getting a treatment plan. Treatment plans will have mitigations which are formally captured within the report. GCb advised no new risks were raised for Dundee and all risks are stable.

GCb added the project risk overview covers the HIAL estate, however going forward the aim is to show Dundee only projects as quite a few projects are about to start for Dundee.

The incident overview for Dundee looks good with a slight increase in the wildlife/animal category.

All Tier one audits are complete and the Aerodrome Oversight Audit is due in January.

GCg added he felt the report was a comprehensive presentation which clearly shows the commitment and management of risk.

### Items for discussion by the Board

#### Item A – Environmental Update

GCb highlighted that work was being carried out on the scope and boundary of the Net Zero Aviation Zone (NZAZ) and the roadmap to Net Zero. A full day workshop is planned for the Board and the date will be advised when finalised. He added that the HIAL environmental advisor has resigned and will be leaving at the end of January 22.

GCg advised that there is a Dundee climate leadership group which is chaired by Professor Ian Gillespie from the University of Dundee that includes partners from across the city. GCg felt there was an alignment with the work happening in the airport and the presentation work of the climate leadership group and the Dundee Climate action plan. If appropriate the work happening at Dundee Airport could be included on a future Dundee Climate Leadership Group agenda to tie into the overall work in the city around climate change.

The Chair thought it was an excellent idea.

**ACTION:** GCg to look at getting a Dundee Airport representative added to the invite list on the Dundee Climate Leadership Group.

### Items for note by the Board

#### Item 1 – Commercial Update

The Board noted the paper.

**Information withheld No 1**

**Item 2 – Operations Update**

GCB highlighted that the Dundee Airport Manager had an expanded role at present and should any issues arise then to raise them with GCB.

GCg asked about the position of works on the instrument landing upgrade now that the PSO had been signed and if it is not going ahead then what are the implications. IL advised **Information withheld No 4** and there are no direct operational or safety implications in the short term i.e. two to three years.

**Information withheld No 4**

IL added he would forward to GCg the report which shows the investment that has been made in Dundee.

**ACTION:** IL to forward Dundee Investment report to GCg

**Item 3 – Monthly accounts – June 2021**

JW advised there was no update to the paper and that the costs were on budget. The paper was noted.

**AOB**

JW provided an update on the charging mechanism for Tayside Aviation. **Information withheld No 1** This has been outlined in a letter to Tayside Aviation’s Managing Director outlining the justification of the proposal. A response had not yet been received.

The Dundee Strategy video was shared with the Board. DS advised this was one of two videos which could be played in reception at the airport.

**DAL Board meeting concluded at 15:10**

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**Date of the next meeting:** 1<sup>st</sup> March 2022, Kirkwall

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