

## **DAL Board Minutes**

**Tuesday 08<sup>th</sup> December 2020 - VIA MICROSOFT TEAMS**

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

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

### **DAL Board Meeting Commenced at 10:45**

#### **Welcome & Recognition**

LJ gave a warm welcome to Greg Colgan (GCg), new Chief Executive at Dundee City Council and advised that the Cabinet Secretary for Transport had approved the appointment of Greg Colgan as a Non-Executive member to the DAL Board & Johanna Wallace as an Executive member to DAL & HIAL Boards. David Martin's resignation from the board has been recorded.

LJ asked each of the Board members if they could introduce themselves to GCg and give a brief description of their background.

Greg Colgan introduced himself to the Board and gave a brief update on his background. GCg said he was delighted to join the Board and was looking forward to working together positively in the weeks and months ahead.

#### **Apologies**

AS was on another call and would join as soon as available

#### **Declarations of Interest**

GCg and GH declared an interest as employees of Dundee City Council.

CH declared an interest for work done with Dundee City Council.

GCg declared an interest as section 95 officer within the Tay City Deal

GCg declared an interest as a Director of MSIP

### **Minutes**

The Board minutes from the previous meeting on 27<sup>th</sup> October 2020 were reviewed and were approved by the Board.

EH pointed out the Minutes Title of 27<sup>th</sup> October read 'Agenda' rather than Minutes

ACTION: JC to amend minute title of 27 October, 20

### **Matters Arising**

EH asked about the revised draft HIAL Strategic & COVID Recovery Plan report. The Chair advised there had been slippage and it would be discussed at the February 21 Board.

DS gave a brief update on where the plan was and would look to have interaction with the Board members before end of year and published at the start of 2021.

ACTION: JC Add Strategic & Covid Recovery Plan to Matters Arising document

ACTION: DS to send GCg information on Strategic & COVID Recovery Plan

The Chair updated the Board on a presentation she had with Greig Coull, Chief Executive, MSIP, around renewables. MSIP have offered to run through the presentation to the Board early in the New Year and The Chair recommends taking the opportunity at that time to present to MSIP on the Sustainability Aviation Technology Environment to see where correlations might lie.

ACTION: JC / LJ to arrange MSIP presentation in February

*Decision: The Board were content to spend time at a presentation with MSIP*

GCg said he fully supported the meet with MSIP and suggests the Board would get a good sense of direction and plans for the park, with possible potential for collaboration and partnership.

The Chair asked about the date on the outstanding Matter of Dundee Radar & Aviation Academy. JC said she would check current status and update report.

ACTION: JC To check Matters Arising Carried Over item Dundee Radar

### **Chair's Report**

The Chair updated the Board on her meeting with Frances Pacitti on budgets and advised that our budget for next year should be known by end of January 21.

GCx added Scottish Government Finance message is that only existing and contractual commitments for next year will be addressed.

The Chair advised the Board she had completed all her Appraisals with the Non-Executives and several ideas were presented to improve & help everyone make their best contributions. The Chair will bring these forward within the Board Activity.

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

IL updated the Board on two legal cases for HIAL. **(Redacted)**

The draft IIA report has now been received and will be reviewed by the Executive Team who commissioned it and provided the information. Once reviewed by the teams it will be finalised and shared with the Board.

The Chair asked IL to thank the team for the work done so far on the IIA stating it was important to get it right as it was one of the first to be completed in Scotland and complicated due to the number of locations involved. The chair asked that the reviewed report be with the Board in February.

IL advised he had been in further discussions with Loganair and would provide an update at the HIAL Board. An update on discussions with Barnett Waddingham re the Pension Plan would take place at the HIAL Board.

IL updated the Board on several discussions he had around Wick. He advised the Board that HIAL **(Redacted)**. He further advised that Transport Scotland require to look at the quantum of what they can and can't afford vis a vis the PSO.

**(Redacted)**

IL updated the Board on Finance, giving thanks to Anthony and his team who have coped well with the departure of Gillian Bruton and the arrival of Johanna Wallace as the new Finance & Commercial Director. The Capital spend this year is projected to be £34m and Revenue £14m subject to further and ongoing Covid restrictions.

IL advised the Safety Culture proposal has come in from Cranfield University and he is keen to progress with it.

**(Redacted)**

IL advised he has restarted the work on Carbon Zero & Net Zero and will be taking a paper to board in February 21.

IL advised work ongoing with the UK Government and Department for Transport on how to maintain international connectivity for the Highlands & Islands. HIAL are contributing to the Union Connectivity Review and responses will be circulated when they are complete.

**(Redacted)**

EH raised questions on the IIA report in regard to getting maximum benefit from the conclusions of the report to facilitate other discussions such as mediation. The Chair said we need to make sure the consultant meets and delivers to the brief. **(Redacted)**

**(Redacted)**

DS advised we would be transparent to our stakeholders by advising them we have received the report and they would continue to be kept up to date throughout the process.

The Chair advised that if there were any further questions on the Managing Directors report these should be picked up at the HIAL Board tomorrow.

### **Items for Approval / Discussion by the Board**

#### **Item 3 - Runway Depression Rectification Works**

Gcb gave an update on the Paper for resurfacing of depressions due to settlement on an area of around 3.5 sqm at a cost of £350K. It is in the capital forecast for this year and if approved works can be carried out this financial year.

EH asked when we would be switching to the new Project Governance approach and are the project costs based on accurate figures or would costs be expected to change. Gcb advised these costs were based on old governance however, as the costs were provided by the term contractors and were based on a quote he would expect them to be pretty close to the mark.

*Decision: – the Board approved the requested spend of £350k*

### **Items for note by the Board**

#### **Item 4 - DAL Monthly Accounts**

The Board noted this paper.

**AOB**

GCg advised the Board that the Tay Cities deal had almost reached conclusion and hoped to have it signed in the weeks ahead and he would keep The Chair updated.

The Chair asked about the potential likelihood of Dundee Port becoming a Freeport. GH gave an update on the UK Government having an intention to create Free ports across the UK. Intimations so far are that **(Redacted)**. GH is hopeful following some government consultations to provide an update in early 2021 on what proposals there might be for Dundee and the Tay City area that could impact on Dundee Airport.

**DAL Board meeting concluded at 11.37**

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**Date of the next meeting:** 24 February 2021