

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD  
HELD VIA VIDEO CALL ON  
WEDNESDAY 22<sup>ND</sup> APRIL 2020 AT 15:30**

**Board Attendees:** (LJ) Lorna Jack (HIAL, Chair)  
(IL) Inglis Lyon (HIAL, Managing Director)  
(GB) Gillian Bruton (HIAL, Director of Finance)  
(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)  
(DM) David Martin (Non-Executive Director)

**In Attendance:** (GF) George Farquhar (HIAL, Head of Airport Operations & Support)  
(DSu) Denise Sutherland (HIAL, Head of Communications)  
(MB) Michael Bratcher (Transport Scotland)  
(GB) Gary Cox (Transport Scotland)

(GH) Gregor Hamilton (Dundee City Council)  
(SD) Shelly Donaldson (HIAL Executive Assistant – Minutes)

**The DAL Board Meeting commenced at 16:00**

**Apologies**

There were no apologies

**Declarations of Interest**

DM and GH declared an interest as employees of Dundee City Council.  
CH declared an interest for work previously done for Dundee City Council in the past.

**Minutes and Matters Arising**

The Board minutes from the previous meeting on 26<sup>th</sup> February 2020 were reviewed and were approved by the Board and the matters arising were picked up within the agenda.

**Chair’s Report**

The Convention of the Highlands and Islands (CoHI) was due to take place on 16<sup>th</sup> March but was cancelled due to the Coronavirus situation. The Chair and the Managing Director had a call with the Island leaders in mid-March to keep all parties updated on the ATMS and engaged with HIAL Business. This proved very productive and has now been scheduled every three weeks going forward, with the latest having happened on Monday 20<sup>th</sup> April 2020.

The trade unions have been updated in the current situation and a call was had with Prospect Union regarding concerns over the ATMS programme, JM was on this call with the Managing Director and Director of HR and was informed of the Sub-Committee now set up and meeting regularly.

The Chair had a meeting with the Chair of Loganair to discuss various issues and confirmed that these have been resolved.

There were no questions from members.

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

At Dundee airport and regarding air traffic control (ATC) in the current coronavirus situation, it has been difficult for staff to maintain their competency and currency with no air traffic.

A series of desktop exercises is in prep with the teams to ensure they remain current. There will be a meeting with the trade union on Monday 27<sup>th</sup> April 2020 to discuss the importance of the staff maintaining their competency and currency to ensure HIAL & DAL can recommence business as usual when the situation resolves.

The Government recently relaxed their rules on general aviation traffic, allowing them to fly, so ATC staff are able to manage traffic now that Tayside Aviation are flying for maintenance purposes.

The new business is being constantly reviewed, maintaining the new social distancing norms, which will be in place for the foreseeable future. Work on plastic screens, passenger and staff management, rest rooms, fire stations, control towers is all progressing and the company will be undertaking practical measures, using technology where appropriate to ensure that when operations recommence, the new business as usual is accommodated into HIAL/DAL operations.

The MD will discuss business as usual and a recovery plan with Loganair over the coming weeks. DM offered his support to aid discussions as part of Dundee City Council and a DAL board member (*Redacted*).

<b>Company Risks</b>
----------------------

### **Item 3 - COVID-19 Update**

There was some discussion on the paper in relation to the furloughing of staff. It was clarified that HIAL have had a responsibility to operate skeleton services at some airports, so have not had the opportunity to offer this to staff, but further work will be done on this following government guidance which was issued 21<sup>st</sup> April 2020.

*ACTION: A piece of work to be done on furloughing staff, following Scottish Governments clarification, which came out 21.04.20. [IL, GB, AS, Add God – 08.05.20]*

<b>Items for Approval / Discussion by the Board</b>
---

**Item 4 – Aviation Academy proposal update**

A positive meeting was had with the partners for the aviation academy and there is still work to do on the business case. JM was in attendance, as DAL Board member.

A good discussion on radar and infrastructure for Dundee airport was also had with the Director of the ATMS Programme.

**Tay cities Deal**

The *(Redacted)* deal has now been included as part of the recovery package for Scotland. *(Redacted)* A date is still to be agreed for official finalisation of the deal.

The Board noted the paper and the verbal update.

<b>Items for note by the board</b>
------------------------------------

**Item 5 – Dundee PSO Passenger Numbers**

There were no questions on the paper submitted to the board.

**AOB**

ACTION: For the work on the financial assumptions of the impact of Coronavirus to be shared with DM once complete. [GB – 25.05.20]

**The DAL Board meeting concluded at 17:00**

\*\*\*

**Date of next meeting – 10<sup>th</sup> June 2020 in Inverness**