

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD
HELD AT HIAL HEAD OFFICE ON TUESDAY 27th August 2019 AT 15:30**

Board Attendees: (LJ) Lorna Jack (Chair)
(IL) Inglis Lyon (Managing Director)
(GB) Gillian Bruton (Finance Director)
(JM) Jim McLaughlin (Non-Executive Director)
(DS) David Savile (Non-Executive Director)
(TW) Tim Whittome (Non-Executive Director)
(DM) David Martin (Non-Executive Director)

In Attendance: (MS) Mark Stuart (Director of Airport Operations)
(GF) George Farquhar (Head of Operational Support)
(DSu) Denise Sutherland (Head of Communications)
(GC) Gary Cox (Transport Scotland)
(CW) Chris Wilcock (Transport Scotland)
(GH) Gregor Hamilton (Dundee City Council)
(SD) Shelly Donaldson (Personal Assistant – Minutes)

The DAL Board Meeting commenced at 15:30

Statutory accounts were approved via email at 12:00 on 27th August 2019

The Board wished to note thanks to DM for approving the accounts prior to the Board meeting enabling them to be signed.

Apologies

There were no apologies.

Declarations of Interest

David Martin declared an interest as CEO of Dundee City Council
TW declared an interest as an occasional customer of Dundee airport.

Item 1 – Minutes and Matters Arising

LJ welcomed everyone to the meeting and noted the minutes previously approved via email were now on the HIAL website. Reference the matters arising, all items were closed or picked up within the agenda.

Chair’s Report

LJ reported that things were going well in regards to the recruitment for the 3 to 4 non-executive Board members, with fourteen promising final applicants identified. Interviews are to begin on 2nd September with a hope for the process to be completed within two weeks. LJ advised that the applicants may still get in contact with the non-execs at this stage.

LJ advised that she had met with the CEO of Dundee city council to discuss the PSO for Dundee airport.

Managing Director's Report

IL and GC briefed the DAL board in regards to the wider environmental Strategy discussed at the HIAL Board.

The HIAL Strategy is on target and final paper will be submitted to the next Board meeting in October.

Dundee General Update

DM met with Tayside Aviation, who showed willingness to move forward in relation to airport charges.

Work on the Tay cities deal is moving forward with an aim to get a detailed business case submitted by November, which would answer a lot of the Board's questions raised at the presentation at the last Board meeting on 3rd July 2019.

AVIATION ACADEMY

The Project will look at operating on two sites, one in Perth and one in Dundee. There was discussion on a possible opportunity for HIAL/DAL to become a partner and IL advised that he would be supportive with a possibility to involve the ATM programme. There was further discussion on this and who might be involved. DM noted that it would be a way to influence and govern the project and there may also be a return on it. Further discussion on the pros and cons for the investment ensued and it was concluded that further thought and discussion was required. It was decided that further discussions with the partners was needed and that JM would join these as the Non-executive Board member.

DUNDEE PSO - CONFIDENTIAL

DM advised that there had been discussions on the PSO for Dundee airport and outlined these to the Board. The Board asked IL to review the presentation given by Osprey at the last Board meeting and evaluate what work could be carried out without incurring costs or formalising a commitment to proceed. At the same time the Board noted that any proposal to incur substantial expenditure would be brought back to the Board at the appropriate time together with the full business case which should include the uplift in passenger numbers.

Items for note by the board

Item 3 – DAL Monthly Accounts

GB advised that there were no particular issues to note and the accounts information was contained in the paper submitted to the Board and the Board noted the paper.

AOB

There was a discussion regarding the environmental CAR license for Dundee and noted that GF would have a discussion on this with GH.

The Board wished to note that this was MS's last Board meeting. They noted thanks to MS for his service and wished him well for the future.

The DAL Board meeting concluded at 17:20

Date of next meeting – 29th Oct Barra