

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD
HELD AT HIAL HEAD OFFICE, INVERNESS ON
WEDNESDAY 8TH MAY 2019 AT 10:15**

Board Attendees:	Lorna Jack (Chair) LJ Inglis Lyon (Managing Director) IL Gillian Bruton (Finance Director) Jim McLaughlin (Non-Executive Director) JM David Savile (Non-Executive Director) DS Tim Whittome (Non-Executive Director) TW
In Attendance:	Mark Stuart (Director of Airport Operations) MS Denise Sutherland (Head of Communications) DSu Gary Cox (Transport Scotland) GC Shelly Donaldson (Personal Assistant – Minutes)
Via Phone:	Gregor Hamilton (Dundee City Council) GH

The DAL Board Meeting Commenced at 10:15

Gregor Hamilton joined the Board via conference call.

Apologies

Apologies were noted from David Martin (DM).

Declarations of Interest

No declarations of interest were noted.

Item 1 – Minutes and Matters Arising

LJ welcomed everyone to the meeting.

LJ reminded everyone of the timescales for approval and publishing of the minutes to meet set timelines.

Reference the matters arising; all items were closed, with the exception of number 3. LJ advised that in regards to budget decisions for DAL and HIAL, she would follow-up with DM to update him in due course.

Chair’s Report

LJ reported that a letter had been received from the Transport Scotland allowing the board to sign off the 19/20 revenue budget. LJ thanked the teams for their efforts and expressed the need to continue with **(Redacted)** measures.

LJ informed the Board that she had met with Transport Scotland colleagues to discuss various elements of the business, which included the ATC industrial action and the process for

recruitment of Board Non-Executive vacancies and for succession, which was now underway with the Public Appointments team in the Scottish Government.

LJ reported a number of meetings with various stakeholders to discuss items such as the ATM strategy, various company changes, the ATC industrial action and the proposals for Dundee and Tayside. LJ had also met with the new Chair of Loganair and has invited him to the next Board meeting in July.

LJ reported that a call is scheduled for later today – 8th May 2019 with IL and the Cabinet Secretary for an update ATC on industrial action.

LJ emphasised the importance of the Strategy engagement event on 9th May and wished everyone well for successful stakeholder engagement through this process.

Managing Director's Report

At this point in the meeting, GH advised that the fire alarm was sounding. GH apologised to the Board, as he had to leave the meeting as a result. He advised that he would email the Dundee verbal update and that this would be added to the minutes post meeting. He left the meeting at 10:35am.

(Redacted)

IL reported that he had met with a colleague at Transport Scotland and had an interesting discussion on aviation and environmental impact. The Board discussed HIAL's commitment to mitigating environmental impact and an aspiration for HIAL to become the greenest airport network in the UK. The Board requested this aspiration be reflected in HIAL's overarching Strategy.

GC confirmed Scottish Government support for environmental improvements and exploration of alternative aviation developments, such as electric aircraft.

Pay Remit / ATC Dispute:

IL updated the Board on the ATC industrial action and the meeting with Prospect and ACAS on 3rd May.

IL provided detail on the proposal in principle put forward to Prospect at the meeting. ***(Redacted)*** Prospect was not satisfied with the proposal in principle and confirmed that it would not agree to the level of change required that would have allowed the company to meet their demands.

Both parties left the meeting without a solution.

IL advised that Prospect will undertake discussions with representatives this week (ending 10th May 2019) and will advise HIAL of their approach shortly.

IL informed the board of the feedback received on the general feeling amongst staff and advised that he will provide a personal update to the local teams.

Discussion took place on the pay remit for all staff for 19/20 and GB confirmed that HIAL is ready to proceed with this year's pay remit.

Items for note by the board

Item 3 – DAL Monthly Accounts

GB reported a four per cent decrease in operating loss before subsidy due to additional revenue from general aviation and the Amsterdam route. There was nothing further to note from the paper.

Item 4 – Commercial Update

The invitation to tender for the PSO route between Dundee and London was published on Public Contracts Scotland on 26th April 2019 and submissions are due in mid-July. Bids will be assessed on a quality/cost basis and the ITT is structured to encourage enhancements over the current PSO service in terms of destination, frequency and cost.

Some level of interest from various airlines was noted. *(Redacted)*

DUNDEE Verbal Update – GH to email update.

GH provided the following update via email.

There has been further discussion with project partners in relation to the Aviation Academy for Scotland proposal. A range of possible property options for delivering this project have been explored by the partners, and a preferred solution is emerging. It would be appropriate that a meeting is arranged between HIAL/DCC and the project partners to consider this proposal and seek to move matters forward.

AOB

(Redacted)

There were no further items to discuss.

The DAL Board meeting concluded at 11:16

Date of next meeting – 2nd July 2019 at Dundee Airport