

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD
HELD AT THE HYNISH CENTRE, TIREE ON 23rd OCTOBER 2018 AT 1230**

Board Attendees: Lorna Jack (Chair)
Inglis Lyon (Managing Director)
Gillian Bruton (Finance Director)
Jim McLaughlin (Non-Executive Director)
David Savile (Non-Executive Director)
Tim Whittome (Non-Executive Director)

Via Conference Call: David Martin (Dundee City Council)

In Attendance: Mark Stuart (Director of Airport Operations)
Robin MacRae (Director of Operational Support)
Michael Bratcher (Transport Scotland)
Shelly Donaldson (Personal Assistant – Minutes)
Gregor Hamilton (Dundee City Council) (Via Conf Call)

The Board meeting commenced at 12:33

Apologies

Mr Cox sent his apologies.

Declarations of Interest

There were no conflicts of interest to report.

Matters Arising

1. Ms Bruton and Mr Martin reported that they have not yet managed to meet and that they would meet before the next Board meeting in December.

(Redacted under FOISA Section 33 (1) b).

3 & 4. Mr Martin advised that he was happy to share the business cases on the Tay Cities deal in due course. Mr Martin reported that confirmation on the deal is due between Mon 29th Oct and 7 Nov and that an announcement is due next Monday, 29th Oct, which will include the details of the project.

The Scottish Government is due to invest circa £200m and there is a question as to whether the UK Government will make additional funding available.

(Redacted under FOISA Section 33 (1) b).

Ms Jack enquired about the Dundee Regional Aviation Review. Mr Lyon confirmed that he had met with a company **(Redacted under FOISA Section 33 (1) b)** and that they were supportive of the approach and would now consider the options put in front of them in terms

of support for the study. He further advised that there is a need to look at a range of issues in light of the various interests and that he would follow up both with DCC.

(Redacted under FOISA Section 33 (1) b).

Reduced hours

Mr Martin updated that he and Mr Lyon had met with Mr Watt from Tayside Aviation **(Redacted under FOISA Section 33 (1) b)**. He informed that this meeting went well with constructive concerns being raised by Mr Watt. Mr Lyon advised that Mr Watt was clear in regards to what he needs **(Redacted under FOISA Section 33 (1) b)**. The Dundee Airport Manager will report on the revenue and cost details by the end of the week. Mr Lyon advised that manning will provide for smaller jets.

The board noted the update.

Mr Lyon informed that he would be attending a discussion on the Dundee PSO in London on November 1st with the DFT.

Ms Jack advised that the other matters are picked up on agenda.

CHAIR'S REPORT

Ms Jack updated that the HIAL Board Chair recruitment had been delayed. The aim now being to announce the new HIAL Board chair and for them to be in post by the end of November. She advised that in the interim, she would continue as Interim Chair and with stakeholder work and meetings.

Mr Martin expressed thanks to the Board for the HIAL Board dinner held in Discovery Point last month in Dundee, he stressed that this was helpful.

MANAGING DIRECTOR'S REPORT

Mr Lyon had nothing to report, which was not in the board papers.

FINANCE

Item 2 - DAL Monthly accounts

Ms Bruton updated that costs were slightly over budget but that the hope was to bring this back by year-end. She advised that the pay remit had been implemented in the September pay roll with a hope that this will play out as expected. **(Redacted under FOISA Section 33 (1) b)**. Ms Bruton confirmed that this is being monitored closely going forward.

The Dundee Airport Manager and his team undertook general repairs and maintenance over the summer, which incurred a slight overspend, but again the hope is to be back in line by year-end.

The Board had no questions and noted the update.

DUNDEE VERBAL UPDATE

Tay Cites Deal

Mr Martin updated on this within Matters arising.

Dundee Airport Reduced Hours

This was also covered in Matters arising.

Any Other Business

The Board thanked Mr Martin and Mr Hamilton for calling in.

12:55 Board meeting concludes

Date of next meeting – 11th Dec 2018 in Inverness, HIAL Head Office