

**MINUTES OF THE DUNDEE AIRPORTS LTD (“DAL”) BOARD HELD AT BENBECULA AIRPORT ON 3<sup>rd</sup> JULY 2018 AT 11:00**

<b>Present</b>	<b>Ms Lorna Jack</b> <b>Mr Inglis Lyon</b> <b>Mr Jim McLaughlin</b> <b>Mr Tim Whittome</b> <b>Mr David Savile</b> <b>Mr David Martin</b>	<b>Chair</b> <b>Managing Director</b> <b>Non-Executive Director</b> <b>Non-Executive Director</b> <b>Non-Executive Director</b> <b>Dundee City Council</b>
<b>In Attendance</b>	<b>Mr Mark Stuart</b> <b>Mr Robin MacRae</b> <b>Mr Gary Cox</b> <b>Mrs Shelly Donaldson</b>	<b>Director of Airport Operations</b> <b>Director of Ops Support, HIAL</b> <b>Transport Scotland</b> <b>PA HIAL (Minutes)</b>

**The Board meeting commenced at 11:00.**

**Apologies**

Ms Gillian Bruton, Finance Director

**Declarations of Interest**

There were no declarations of interest reported.

**Minutes of the DAL board phone call 8<sup>th</sup> May 2018**

The board agreed that the minutes were a true reflection of the call and were approved.

**Chair’s Report**

Ministerial Team

Ms Jack noted the recent change of ministerial team, welcoming the New Cabinet Secretary for Transport, Infrastructure and connectivity, Mr Michael Matheson and The Minister for Energy Connectivity and the Islands, Mr Paul Wheelhouse. She also wished the previous Minister for Transport, Mr Humza Yousaf well in his new post. She informed the board that she had sent letters of congratulations to the same and had also invited the new Cabinet Secretary and the Minister to the next Board meeting in September.

Mr Martin confirmed that the new Cabinet Secretary’s brief also extends to city deals and that the Tay City deal is to conclude at end of July. He noted that previous ministerial commitments stand and that Transport has gone up to cabinet level, Islands remains with the Minister.

Ms Jack updated the board that Frances Pacitti will be taking over Mr Nicholls’ role at Transport Scotland as Director of Aviation, Maritime, Freight and Canals and will be in post 9<sup>th</sup> July. Mr Cox informed the board that he and Ms Pacitti will share the responsibility for HIAL and he hopes that Ms Pacitti is able to attend a HIAL board meeting soon. Ms Jack and Mr Lyon will meet with both Ms Pacitti and Mr Nicholls on the 11<sup>th</sup>.

#### Strategy Update

Mr McLaughlin wished to note that it had been arranged for the previous Minister for Transport to launch the HIAL Strategy and suggested that a meeting needs to be arranged with the new Cabinet Secretary to discuss this once he is back from annual leave in August.

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

Mr Lyon suggested continuing with the consultation before Ministerial involvement, this was agreed by the board.

#### Loganair

Ms Jack confirmed that she had met with Stephen Bond and noted a positive meeting.

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

Mr Bond suggested catching-up with HIAL every 6 months.

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

#### Shetland

Ms Jack and Mr Lyon went to Shetland on the 20<sup>th</sup> of June to meet with the council. Ms Jack informed that it was a very positive meeting with many items discussed including their strategy for addressing island de-population. Car parking was high on the agenda and Ms Jack explained the reasoning behind this decision to the council, with them showing understanding of the challenge HIAL faced. The council are likely to ask the government for more support for HIAL.

Ms Jack confirmed that car parking implementation at Sumburgh has been pushed back until mid Aug due to working being done on planning and designs.

#### ATMS

Ms Jack informed the board that whilst on Shetland, she had met with Air Traffic Control staff and that the same issues are being raised across the board.

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

Ms Jack also advised that she had met with staff from all areas in Security that were in that day.

Ms Jack wished to note that new Airport Manager at Sumburgh is doing a great job

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

#### Chair recruitment

Mr Cox confirmed that the public bodies unit wanted the process to be chaired by the same person from start to finish which had impacted the timescale. All paperwork has now been signed off and panel members are now looking at dates for interviews.

The Board noted the update.

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

Mr Lyon updated the Board on the Managing Director's recent activities within the DAL Board meeting.

Mr Lyon confirmed that car parking charges went into effect on the 2<sup>nd</sup> July at Stornoway and Kirkwall and the charges will be implemented at Sumburgh once work is completed on the new designs.

Mr Lyon advised that he had been in discussions with various authorities.

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

Mr Lyon updated that a little progress had been made at the finance meeting in Edinburgh the previous week.

Mr Lyon reported on the Scottish Governments plan to introduce RET between the mainland and the Northern islands. **(Redacted under FOISA Section 33 (1)b)**

The Board noted the update.

### **ITEM 2 - DUNDEE ACCOUNTS**

Mr Martin requested to follow up with Ms Bruton on her return from leave in regards to the breakdown of management fee share **(Redacted under FOISA Section 33 (1)b)**

Mr Lyon informed the board that it had been a good year in terms of movements and discussions with the RAF regarding Leuchars has helped.

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

### **ITEM 3&4 – DUNDEE AIRPORT / STRATEGY FOR GROWTH**

Mr Martin outlined the paper and the Tay City deal and asked the board to consider two points.

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

#### TAY CITY DEAL

Mr Martin outlined the main points of the Tay city deal and it was decided to have a further discussion in September at the next Board meeting.

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

**AOB**

Ms Jack requested that the Watercraft discussion from HIAL Board also be covered in the DAL board minutes, as the decision is also covered DAL.

**Copied from the HIAL Board minutes:**

***Item 17 – HIAL Fire Rescue Craft provision***

*Mr MacRae reminded the board of the decision in principal taken in April 2016*

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

*It was noted that there has only been 1 incident in 30 years where a HIAL FRC has responded to an aircraft accident at sea and this was at Sumburgh in 2013. This response resulted in 2 staff members being injured due to the sea conditions.*

*The Board were asked to approve the proposal*

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

**The Board meeting concluded at 12:30.**

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**Date of Next Meeting** – Tues 4<sup>th</sup> Sept – Dundee Venue TBC

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