

**DAL Board Minutes**

**Tuesday 29<sup>th</sup> August 2023 Microsoft Teams**

**Board Attendees:**

- (LJ) Lorna Jack (HIAL, Chair)
- (SA) Stewart Adams (HIAL, Interim Managing Director)
- (JM) Jamie Manson (HIAL, Chief Financial Officer)
- (LS) Loraine Strachan (Non-Executive Director)
- (CH) Chris Holliday (Non-Executive Director)
- (LC) Lynne Clow (Non-Executive Director)
- (GCg) Greg Colgan (Non-Executive Director)

**In Attendance:**

- (KOL) Kevin O’Leary (HIAL, Chief Operating Officer)
- (AS) Andrea Sillars (HIAL, Chief People Officer)
- (AG) Alastair Gleave (HIAL, Chief Commercial Officer)
- (GF) Geordie Farquhar (HIAL, Director of Operational Support)
- (DM) Darren MacLeod (HIAL, Director of Safety & Compliance)
- (DS) Denise Sutherland (HIAL, Director of Comms & Corp Affairs)
- (GCx) Gary Cox (Transport Scotland)
- (GH) Gregor Hamilton (Dundee City Council)
- (JC) Jackie Clark (HIAL Executive Assistant - Minutes)

**Apologies:**

- (IT) Isabel Todenhoefer (Non-Executive Director)

**DAL Board Meeting Commenced at 12:00**

The Chair welcomed everyone to the virtual meeting.  
Introductions were made by KOL and AG to GCg and GH.

**Apologies**

Apologies were received from Isabel Todenhoefer (NXD).

**Declarations of Interest**

The Chair noted the usual declarations of interest.

**Minutes and Matters Arising**

The minutes from the meeting held 3rd July 23 were taken as approved.

Item 1 03.07.23 GF advised the action was being managed operationally and the board agreed the action could be closed.

Item 2 03.07.23 – SA advised this action would be reviewed as part of the company terms and conditions charging review which will be published in Jan 24. Action date to be amended to Dec 23.

Item 5 02.05.23 – The Board acknowledged that the new CCO was now in place and agreed that some further time was required to complete the action. Deadline now December 2023.

#### **Chair's Report**

The full Chairs report can be viewed in the [HIAL Board Minutes 23.08.23 \(Link\)](#).

The Chair updated the Board on her latest conversation with the Chair of Loganair.

#### **Audit Committee Update**

The full Audit committee update can be viewed in the [HIAL Board Minutes 23.08.23 \(Link\)](#).

LS confirmed that the ATMS write off in the HIAL 2022/23 annual accounts has no impact on DAL.

#### **People Committee Update**

The full People Committee Update can be viewed in the [HIAL Board Minutes 23.08.23 \(Link\)](#).

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

The full HIAL Board Managers Report can be viewed in the [HIAL Board Minutes 23.08.23 \(Link\)](#).

The DAL Board noted the updates in the MD Report.

AS provided an update on the pay award for 2023/24 and discussions held with the trade unions to date.

**Information withheld No 1.**

#### **Chief Financial Officer Report**

The DAL Board noted the updates in the Chief Financial Officer Report.

JM advised Quarter 2 has started positively with reduced costs and improved revenue in July 23. The forecast will be adjusted for the 23/24 pay award following union negotiations. Following a discussion of capital spend, the board noted the postponement of the FIDs system until 24/25 which was due to confirmation of the continuation of the PSO and logistical issues.

#### **Chief Commercial Officer Report**

The DAL Board noted the update in the Chief Commercial Officer Report.

SA informed the board on the possible implications to operations should Loganair operate an ATR 72 on the PSO route.

A question was raised about the charging mechanism should a larger aircraft be used on the PSO, if it was tendered using a smaller aircraft. **Information withheld No 1.** The Chair advised that HIAL had not had any engagement with any parties who were bidding on the DND PSO. It was noted the current PSO runs until 29<sup>th</sup> October 2023.

#### **Operations Report**

The DAL Board noted the updates in the Operations Report.

#### **Accountable Manager Report**

The DAL Board noted the updates in the Accountable Manager Report.

DM advised DAL would be leading the way on the implementation of online timesheets.  
DM provided further information on the mitigations in place against cyber-attacks on HIAL airport websites.

DAL Board meeting concluded at 12:52

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Date of the next meeting: 23<sup>rd</sup> October 2023

No	Reason for Redaction
1	Withheld for reasons of commercial interests
2	Withheld as the information constitutes personal data
3	Withheld as disclosure of the information will endanger the physical or mental health or safety of an individual
4	Withheld as disclosure will prejudice the effective conduct of public affairs