

**HIAL Board Minutes – Monday 29<sup>th</sup> January 2024**

**Via Microsoft Team**

**Board Attendees:**

- (LJ) Lorna Jack (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)
- (IT) Isabel Todenhoefer (Non-Executive Director)
- (LC) Lynne Clow (Non-Executive Director)

**In Attendance:**

- (KO) Kevin O’Leary (HIAL, Chief Operating Officer)
- (AG) Alistair Gleave (HIAL, Chief Commercial Officer)
- (DM) Darren MacLeod (HIAL Director of Safety & Compliance)
- (GC) Gary Cox (Transport Scotland)
- (JC) Jackie Clark (HIAL Executive Assistant – Minutes)

**HIAL Board Meeting commenced at 09:00**

**Apologies**

No Apologies were received.

**Declaration of Interest**

The Chair took as read the usual declarations of interest unless advised of any change.

The Chair advised this meeting was being held outside of the timetabled scheduled board meetings to discuss and approve two papers on Conditions of Use and price Increase, and the business case for KOI AGL.

**Conditions of Use and price Increase**

AG provided an overview of the board paper highlighting the areas with changes. AG advised the amended conditions of use document had been reviewed by Addleshaw Goddard.

The Board suggested some rewording around the charge for cancelled flights, asked questions regarding the GA parking, season tickets and bulk agreement charges.

The Board advised there must be a comms plan in place to support the changes.

*Decision: Subject to the changes requested, the board approved the amendment to the Conditions of Use document and the new increase in charges from 1<sup>st</sup> April 2024.*

**ACTION:** AG to arrange with Comms team a plan to support the changes in the conditions of use document and the increase in price charges.

#### **Business Case – KOI AGL**

The Board discussed the **Information withheld No 1** business case for AGL refurbishment at Kirkwall Airport which would be delivered in financial year 2024/25. DM advised if approved **Information withheld No 1** would be spent in 2023/24 on design and cabling.

The Board asked to see the breakdown of the difference between the tender and the original estimated cost in the capital plan.

**ACTION:** Provide the Board with the detailed breakdown to show the differences between the original estimated cost in the capital plan and the tender price.

The Board asked what lessons were learnt from pushing the lifespan of the asset to the maximum.

**ACTION:** Provide Board a copy of the tender from GMR Henderson.

**ACTION:** Provide to Board a note which shows the costs associated and lessons learned from this project and the decisions made around tendering INV and KOI AGL together.

DM advised the board that this project was No 1 on the capital plan for 2024/25.

***Decision:** The Board approved **Information withheld No 1** spend on the procurement and construction for Kirkwall Airport AGL works.*

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**HIAL Board Meeting concluded at 09:50**  
**Next Meeting on 14<sup>th</sup> February, Inverness**

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