



**Dundee Airport**  
**Port-adhair Dhùn Dè**

**FOR PUBLICATION**

**DAL Board Minutes**

**Monday 29<sup>th</sup> April 2024 Microsoft Teams**

**Board Attendees:**

- (LJ) Lorna Jack (HIAL, Chair)
- (JM) Jamie Manson (HIAL, Chief Financial Officer)
- (CH) Chris Holliday (Non-Executive Director)
- (LC) Lynne Clow (Non-Executive Director)
- (IT) Isabel Todenhoefer (Non-Executive Director)
- (GCg) Greg Colgan (Non-Executive Director)

**In Attendance:**

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

**Apologies:**

- (LS) Lorraine Strachan (Non-Executive Director)

**DAL Board Meeting Commenced at 10:30**

The chair welcomed everyone to the call.

**Apologies**

Apologies were received from Lorraine Strachan

**Declarations of Interest**

The usual declarations of interest were noted.

**Minutes and Matters Arising**

The minutes from the meeting held 19<sup>th</sup> February 2024 were noted and approved for publication.

**Item 5 02.05.23** - The Board agreed to close the action as an update on any business development discussed in the DND Airport working group which also have a Transport Scotland representative would be provided in the chief commercial officer Board report.

**Item 1 19.02.24** – GCg to advise on receipt of ATMS Lessons Identified Report.



# Dundee Airport

## Port-adhair Dhùn Dè

### **Chair's Report**

The Chair advised the new HIAL Chief Executive Officer, Paul Kelsall (PK) commences on the 20<sup>th</sup> May, 2024. Introductory meetings are being scheduled for the Chair and PK to meet Michael Marra MSP, Jim Fairlie, Minister for Agriculture and Connectivity and with The Chair and CEO of Loganair. The Chair advised the interim Chief Operating Officer KOL has resigned and will leave the business at the end of May 2024. The Board thanked KOL for his worked carried out over his 10-month period.

### **Audit Committee Update**

IT provided an update on the areas covered by the Audit Committee at their last meeting which were the recruitment of internal auditors, review of Audit Committee Terms of Reference, review of Audit and Assurance handbook, discussion around strategic risks and what should be on the list in regard to people, pay & grading and pension risks and an update on IABP working capital.

The Board questioned the risk on internal controls while the business did not have an internal auditor in place and asked if a discussion had taken place with the external auditor around any potential risk on compliance and sign off for current year annual accounts. JM advised the external auditors were being kept apprised on the internal audit progress, however external audit did their own audit testing and did not rely heavily on internal audit reports. To provide assurance the SMT have been asked to complete certificates of assurance for each functional area within the group to confirm adherence and compliance with company policies.

The Chair impressed the importance of resolving the internal audit pressure quickly.

### **Safety, Security & Environment Committee (SSE) Update**

CH provided an update on the work carried out by the SSE committee advising on the discussion around new emerging risks relating to lithium batteries and thermal runways and noted that the team per already working on this risk. An ambulift incident at LSI was reviewed and a workstream has been setup to review commercial contracts for third party contracts who use HIAL equipment. An annual safety improvement plan will be developed as there was some concern around the upward trend on health and safety incidents throughout the year. Following a couple of events involving drones, the SSE committee will have an in-depth discussion on drones at a future meeting and will monitor environmental risks including PFAS levels.

### **Accountable Managers Report**

DM provided an overview of the accountable managers' report covering the outcomes from the last CROG held in April, communications around the upcoming AOA Safety week being held in May, energy roadmap and sustainable aviation fuel, Cyber security and next generation security checkpoints, due to be in place on 1<sup>st</sup> June 2024.



# Dundee Airport

## Port-adhair Dhùn Dè

### People Committee Update (PC)

LC provided an overview of decisions made by the PC on the pay and grading business case and the 35-hr working week. The PC reviewed the staff survey and IIP results and what improvements were required. The PC noted the increase in days of sickness absence across the company.

The DAL Board noted the report.

### Chief Financial Officer Report

JM provided an overview of the provisional outcome for the financial year 2023/24 with a better-than-expected outcome, however noting that fuel sales were down on previous years. Following a question around carpark income, JM provided an update to the Board on the issue with Worldpay around conducting know your customer and the interim solution he was progressing, the equipment issues and the data protection issue around processing of payments.

The Board noted the good end of year financial result for Dundee Airport.

JM disclosed an interest as a member of the HPS scheme.

JM advised that the HIAL Board had agreed to progress with equalisation of the GMP with effects a small number of people within the HPS and have agreed the initiation of work to review the structure and governance of the HPS.

The Chair advised the DAL Board that the **Withheld info No 4.**

### Chief Operational Officer (COO) Report

KOL provided an overview of the COO report highlighting issues around the capital plan for 2024/25 and SATE2 WP5 package.

The Board noted the report.

### Chief Commercial Officer (CCO) Report

AG provided an overview of the CCO report covering reduced passenger numbers which is being discussed at the Dundee Airport working group. He briefed the Board on the three main areas of revenue focus for Dundee Airport. He covered the potential FBO and wind turbine operations.

The Board noted the report.

**DAL Board meeting concluded at 11:33**

**Date of the next meeting:** 26<sup>th</sup> June, Dundee Malmaison Hotel

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