



Dundee Airport
Port-adhair Dhùn Dè

FOR PUBLICATION

DAL Board Minutes

Wednesday 26th June 2024 – Malmaison Hotel, Dundee

Board Attendees:

- (LJ) Lorna Jack (HIAL, Chair)
- (PK) Paul Kelsall (HIAL, Chief Executive Officer)
- (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)
- (LS) Lorraine Strachan (Non-Executive Director)
- (GCg) Greg Colgan (Non-Executive Director)

In Attendance:

- (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)
- (MB) Michael Bratcher (Transport Scotland)
- (JC) Jackie Clark (HIAL, Executive Assistant)

DAL Board Meeting Commenced at 09:30

The chair welcomed everyone to the meeting.

Apologies

There were no apologies.

Declarations of Interest

The Chair took as read the usual declarations of interest unless advised of any change. LC advised from October 2024 she would be joining the Board of the Scottish Children's Administration Report.

Minutes and Matters Arising

The minutes from the meeting held 24th April 2024 were noted and approved for publication.

All outstanding matters arising were completed and closed.

Chair's Report

The full Chair report can be read in the HIAL Board minutes 26.06.24.



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Chief Executive Officer Report

The full CEO report can be read in the HIAL Board minutes 26.06.24.

PK added that he had made a visit to Dundee Airport and observed that the team were very engaged. Following a question raised around Sunday opening hours, PK advised there was some work to be carried out around additional costs.

Safety, Security & Environment Committee (SSEC) Update

CH briefed the Board on the areas that the SSEC covered at its last meeting.

- Reviewing 3rd party contracts
- Safety plan continues to be progressed
- Reflected on the Singapore Airline diversion
- H&S incidents – None reported for DND
- Review Insurance Claim for 3rd party incident
- Focus on runway incursions initiative
- Training emphasis on risk assessment and scoring

Accountable Managers Report

DM provided an overview of the Accountable Manager's report highlighting the review of Dundee infrastructure contracts.

Following a Board discussion on PV Farms, AG provided an update on the status of future Solar PV Farms on HIAL property. DM explained the decision made to patch runways this financial year.

The DAL Board noted the full Accountable Managers Report.

People Committee Update (PC)

LC advised the focus of the PC was the pay and grading business case, managing the risks and working through the different implications of the 35-hour working week. LC also provided an update on the most recent IIP review and advised that a new action plan was being prepared which would be considered by the People Committee at their next meeting. An update was provided on the progress being made on the pensions' strategy.

The DAL Board noted the report.

Chief Financial Officer Report

JM provided an overview of the management accounts for the first two months of the financial year.

He added that the Worldpay issues will be resolved imminently.

The DAL Board noted the report.

Operations Report

The DAL Board noted the report.



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Chief Commercial Officer (CCO) Report

AG briefed the Board on the focus of the Dundee Airport working group. The Board noted the timeframe and constraints around funding from the Tay Cities Deal.

ACTION: Review the commercial strategy on Land and Aviation activity. Look at opportunities that can unlock funding from Tay Cities Deal. Bring back potential recommendations to August Board meeting.

The DAL Board noted the report.

DAL Board meeting concluded at 10:50

Date of the next meeting: 23rd August via Microsoft Teams

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