

FOR PUBLICATION

DAL Board Minutes

Friday 23 August 2024 – via Microsoft Teams

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)
- (DM) Darren MacLeod (HIAL, Accountable Manager)
- (JC) Jackie Clark (HIAL, Executive Assistant)

Apologies:

- (AS) Andrea Sillars (HIAL, Chief People Officer)
- (GCx) Gary Cox (Transport Scotland)
- (GH) Gregor Hamilton (Dundee City Council)

DAL Board Meeting Commenced at 14:00

The chair welcomed everyone to the meeting.

Apologies

Apologies were received from, Gary Cox, Andrea Sillars and Gregor Hamilton

Declarations of Interest

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

Minutes and Matters Arising

The minutes from the meeting held 26th June 2024 were approved for publication.

The Board discussed when they would receive a clear outline on the Commercial strategy for Dundee Airport as there are pressures around the Tay City Deal (TCD) funding.

ACTION: Review the Commercial strategy on land and aviation activity. Bring a report to the October board meeting on opportunities that can unlock funding from the TCD. Work with GH on a joint report.

Chair's Report



Dundee Airport

Port-adhair Dhùn Dè

The full Chair report is within the HIAL minutes 21.08.24. [Link here.](#)

The chair advised that Gary Cox, Transport Scotland (TS) was moving into another position within Scottish Government with his successor yet to be advised. The DAL Board wished Gary the best in his new position.

The Chair advised that herself and PK had met with the new Transport Minister, Jim Fairlie, and had discussed the challenges around funding specifically around the PSO. Notification was received from the Cabinet Secretary introducing further spending controls until year end. The Chair advised the Board on the change of Council Leader for Dundee City Council.

Chief Executive Officer Report

The full CEO report is within the HIAL minutes 21.08.24. [Link here.](#)

PK updated the DAL board on the proposed new reporting pack. The Board were supportive of the new reporting pack.

ACTION: PK to schedule a call with GCg to discuss the new reporting pack in more detail.

Audit Committee Update

The full AC update is within the HIAL minutes 21.08.24. [Link here.](#)

LS highlighted some key areas discussed at the meeting held which were:

- Internal Audit
- Risk Appetite amendments.
- Additions to Strategy Risks
- Governance Statement & Going Concern Principal

The DAL Board discussed the lack of internal audit and asked that the executive look at collaborating on internal audit functions with other public bodies.

Safety, Security & Environment Committee (SSEC) Update

The full SSEC report is within the HIAL minutes 21.08.24. [Link here.](#)

Accountable Managers Report

DM highlighted the rise in electricity use which due to the significant volume of electric vehicles used at Dundee Airport.

The DAL Board noted the report.

People Committee Update (PC)

LC provided an update to the DAL Board on P&G and Pensions.

Chief Financial Officer Report

JM briefed the DAL Board on the managements accounts for the period and highlighted the strong performance to date. The Board noted the lower-than-expected passenger numbers which was affecting income.

The DAL Board noted the report.



Dundee Airport

Port-adhair Dhùn Dè

Chief Commercial Officer (CCO) Report

AG provided an overview of the CCO report covering the revenues for the first quarter of the year and advising on future new revenue opportunities.

The DAL Board noted the report.

DAL Board meeting concluded at 14:59

Date of the next meeting: 21st October 24 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