

DAL Board Minutes

Monday 21 October 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:

- (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 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 23 August 2024 were approved for publication.

Group Accounts

LS advised the Audit Committee reviewed the set of accounts and were content to put the accounts forward for approval. GCg asked about the internal audit tender which was noted in the audit findings letter and JM provided an update.

The Chair asked the Board if they were content to approve the accounts and the signing of the letter of representation for AMSL and HIAL Group.

Decision: The Board approved the annual report and accounts of Dundee Airport Limited (DAL).

Chair's Report

The full Chair report is within the HIAL minutes 17.10.24. [Link here.](#)



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Audit Committee Update

The full AC update is within the HIAL minutes 17.10.24. [Link here.](#)

Safety, Security & Environment Committee (SSEC) Update

The full SSEC report is within the HIAL minutes 17.10.24. [Link here.](#)

People Committee Update (PC)

LC provided an update to the DAL Board on the progress of the P&G project.

DAL Business Reporting Pack

AG advised the Dundee Working group have finalised their key objectives. A small but robust list for growing revenues has been identified for delivery over the next financial year.

PK provided an overview of his airport and stakeholder engagements over the past month. He advised on strategy days held to agree performance reporting and provided an update on the COO recruitment.

The Board raised some questions within the commercial update relating

- Withheld Information No 1
- Potential purchase of the Withheld Information No 4 RUB – Withheld Information No 1. MB briefed the board around an ongoing discussion about grant funding for the Hangar and ownership of the hangar.
- Withheld Information No 1

It was noted the next Dundee Working Group meets on 24th October, 2024.

JM provided an overview of the Dundee financial performance for the period advising income exceeds budget to date and expenditure is less than budget. There is an expected better than budget position by the end of the financial year. JM briefed on the projected capital spend for the remaining of the year. The Board noted that Dundee had the second highest cost per passenger within the HIAL Group.

PK provided an update on the riddor slip noted in the safety performance report.

A question was asked around the safety rating for the P&G risk and it was noted the HIAL board had raised this also at their meeting and had requested it be revisited.

DAL Board meeting concluded at 15:00

Date of the next meeting: 19th December 24 via Microsoft Teams



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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