

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD
HELD AT DUNDEE AIRPORT ON 4th SEPTEMBER 2018 AT 1400**

Board Attendees:	Lorna Jack (Chair) Inglis Lyon (Managing Director) Gillian Bruton (Finance Director) Jim McLaughlin (Non-Executive Director) David Savile (Non-Executive Director) Tim Whittome (Non-Executive Director) David Martin (Dundee City Council)
In Attendance:	Mark Stuart (Director of Airport Operations) Robin MacRae (Director of Operational Support) Gary Cox (Transport Scotland) Martin Richie (Transport Scotland) Frances Pacitti (Transport Scotland) Shelly Donaldson (Personal Assistant – Minutes)

The Board meeting commenced at 14:00

Apologies

There were no apologies.

Declarations of Interest

There were no conflicts of interest to report.

Matters Arising

Regarding the ATMS hr package, Mr Lyon confirmed that the recruitment campaign updates have gone well and the HR team are monitoring the outputs. Mr Lyon confirmed that he would provide an update at the next Board meeting.

Ms Jack advised that the other matters are picked up on agenda.

Statutory Accounts

Mr McLaughlin wished to note that at the Audit Committee meeting, there was discussion on the payback of the **(Redacted under FOISA Section 33 (1)b)** funding due to Dundee city council. Ms Bruton pointed out that this is noted on the letter of representation under 'Assets and Liabilities' and expects this to be paid before the end of the current financial year.

Ms Bruton informed that the audit went well for HIAL, DAL and AMSL and there were two points to note, **(Redacted under FOISA Section 33 (1) b)**. Ms Jack advised that both points would be picked up on the HIAL board agenda.

Item 4(a-c) - Statutory Accounts DAL

Ms Jack asked if everyone was comfortable to sign off the accounts and the letter of representation. Mr Martin raised that he would like to pick up with Ms Bruton in terms of better understanding the management fee **(Redacted under FOISA Section 33 (1)b)** in terms of the recharge, but confirmed he was happy with the accounts and would discuss this with Ms Bruton at a mutually convenient time.

There were no issues or questions raised and the DAL board approved the sign off.

(Redacted under FOISA Section 33 (1)b)

The DAL Board meeting was paused to sign the HIAL and AMSL accounts at 14:25.

The DAL Board meeting resumed at 14:40.

CHAIR'S REPORT

Ms Jack advised that the Cabinet Secretary for Transport, Infrastructure and Connectivity was invited to the board dinner that evening, but could not attend due to other commitments. Ms Jack also updated that she and Mr Lyon would be meeting with him on 13th Sept for an introduction and quarterly catch-up.

Ms Jack updated the board on the HIAL Chair recruitment, that applications had closed on the 3rd Sept 2018, the process will run through October with an aim to have the new Chair in post by 1st Nov 2018.

(Redacted under FOISA Section 33 (1) b)

MANAGING DIRECTOR'S REPORT

Item 1 – Strategy Consultation Document

(Redacted under FOISA Section 33 (1)b). Mr Lyon confirmed that HIAL will consult with local stakeholders once the consultation document is agreed.

Item 2 – Commercial Report

(Redacted under FOISA Section 33 (1) b). Mr Lyon confirmed that discussions and work would begin shortly with the current PSO concluding in April 2019.

(Redacted under FOISA Section 33 (1) b)

FINANCE

Item 3 - DAL Monthly accounts

Ms Bruton confirmed that DAL is doing well this year, General aviation traffic and fuel sales are up. Ms Bruton advised that the finance team is controlling costs as best they can and in terms of repairs and maintenance, there is a slight overspend, but this is as expected due to summer works.

DUNDEE VERBAL UPDATE

Tay Cities Deal

Mr Martin provided an update on the Tay city deal **(Redacted under FOISA Section 33 (1) b)**. Mr Martin estimated the deal to conclude by the end of October. **(Redacted under FOISA Section 33 (1) b)**. Mr Martin advised that HIAL would not be expected to contribute to the Tay Cities deal. Mr Lyon then noted that a paper which sets out the city deal timescales and the likely impact on DAL would be helpful for the board and agreed that he will write a paper for the next board.

(Redacted under FOISA Section 33 (1) b)

Dundee Airport Reduced Hours

Mr Lyon raised the issue of the **(Redacted under FOISA Section 33 (1) b)** hours at Dundee airport. The Board sought further information and Mr Stuart confirmed that the airport has no scheduled movements on a Saturday. Dundee airport is currently open 06:50-20:45 Monday to Friday and is looking at revising its schedule **(Redacted under FOISA Section 33 (1)b)**. Mr Stuart confirmed that this could create an estimated immediate saving **(Redacted under FOISA Section 33 (1)b)**.

Mr Whittome highlighted that HIAL is under extreme financial pressure, **(Redacted under FOISA Section 33 (1)b)**. Mr Whittome stressed that this was simply reducing the hours in consideration with the operational needs.

(Redacted under FOISA Section 33 (1) b)

Any Other Business

Item 5 - 2019 Board date options – Shelly

This Item would be discussed at the HIAL board and Ms Donaldson will follow up with Mr Martin via email.

15:00 Board meeting concludes

Date of next meeting – 23rd Oct 2018 in Tiree, venue tbc