



Dundee Airport Port-adhair Dhùn Dè

DAL Board Minutes

Monday 28 April 2025 – via Microsoft Teams

Board Attendees:

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

In Attendance:

(GH)	Gregor Hamilton (Dundee City Council)
(DM)	Darren MacLeod (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)
(MB)	Michael Bratcher (Transport Scotland)
(JC)	Jackie Clark (HIAL, Executive Assistant)

Apologies:

DAL Board Meeting Commenced at 10.00

The Chair welcomed everyone to the meeting.

Apologies

No apologies were received.

Declarations of Interest

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

LJ advised she has been appointed co-chair of Scottish Funding Council on a temporary basis until 31 October 2025.

Minutes and Matters Arising

The minutes from the meeting held 24 February 25 were approved for publication.

Chair's Report

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

For the benefit of the DAL Board members, the Chair advised that the Ministers had approved the 4th year of the Wick PSO. She noted that the convenor of the Dundee transport committee now regularly attended the monthly local authority calls. The Chair made a note to arrange a meeting with herself, Dundee City Council CEO and the new Leader of Dundee City Council.

Audit Committee (AC)

LS briefed the Board on the key points discussed at the Audit Committee held on 22 April 2025. The contract for the internal audit function has now been awarded. Introductory meeting invites will be extended shortly, with the AC meeting in June/July to agree an internal audit plan for the remainder of this financial year. The internal audit will focus on progress made on outstanding recommendations.

Other areas covered by the AC were reviewing the AC terms of reference, checking the Audit & Assurance handbook and checklist and updating where necessary.

The Board were briefed on the changes to the procurement procedure for renewing of contracts following a report received from the head of procurement (HoP) highlighting the **Information withheld No 4**. GCg to be provided access to the HoP report. The HIAL Chair added that any board member who does not sit on one of the HIAL committees including AC, People Committee and the Safety Security and Environmental Committee may request access to reports and minutes of meetings for reassurance that risks are being addressed and to help execute their role as a director.

The Board were updated on IABP business, and it was noted any strategic decisions should be taken to the HIAL Board for decision.

Safety, Security & Environment Committee (SSEC) Update

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

There were no Dundee specific related issues to update on.

People Committee Update (PC)

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

There were no Dundee specific related issues to update on.

DAL Board Performance Pack

PK summarised his report and highlighted a few key points including the two-day strategic planning seminar with HIAL senior managers, his meeting with the CEO of Scottish Canals, his meeting with the trade unions and his attendance on a two-day course on political engagement and media training. The Board noted the CEO update.

The Chair updated the DAL Board on the discussion the HIAL Board had had with Loganair when they met with them in April including sustainability of Dundee Airport. Loganair highlighted to the HIAL Board the importance of Dundee Airport to Loganair.

JM briefed on the positive outturn for the financial year, below budgeted expectations due more to lower costs than increased income. The Board questioned the low level of carpark income. JM advised he expected that to increase now the system failure was rectified. A question was raised on whether the value of the training budget linked in any way to results in the staff survey.



Dundee Airport

Port-adhair Dhùn Dè

JM advised he would review to ensure training opportunities were not being cutoff and would update at the next meeting.

ACTION: Review the training budgets and compare to the scoring in staff survey results to see if there is a link.

The Board noted the positive outcome for the financial year 2024/25.

GH updated the Board on the data he had on passenger numbers for the Dundee to London PSO route which remains relatively static and advised on the conversations had with Loganair on their performance, and on the extension and future funding of the PSO service. DM advised he could provide access to the income breakdown Power Bi link or provide a breakdown via an excel report on the Dundee to London PSO route.

ACTION: Provide access to the Power Bi link for Dundee routes including LSI & KOI legs only to GH and GCg or issue via excel reports.

AG briefed on commercial revenue opportunities and highlighted the loss of offshore windfarm operation opportunities to Aberdeen airport. AG advised he was working on a strategic plan for Dundee Airport, which would be issued to the Dundee Airport Working Group and then shared with the DAL Boards at the June meeting.

ACTION: Circulate copy of Dundee Airport strategic airport plans at June Board meeting.

DAL – For Approval

Budget 25/26

JM briefed the Board on the amendments made to the budget for 2025/26 highlighting the general assumptions made on income based on reducing passenger numbers. He briefed on the cost adjustments made to salary costs, including pay inflation, training and pension. He provided a comparison of this year's budget to last year to show where costs have been changed. For the benefit of the DAL Board members, the Chair summarised the details in the grant offer letter received for financial year 2025/26.

Decision: The DAL board approved the DAL budget except for the staff costs which are to be reviewed and brought back to the June 25 Board

BC1511 Dundee Directional Finder

DM briefed the Board on the requirement of the navigational aid, which was an enhancement to safety. The Board discussed the fact the equipment was not functional, the risk element and the timeframe for a replacement. Concerns were raised on the paper submitted and the detail of the timeline for the cost. DM confirmed that the capital spend of £380k would be brought forward from 26/27 as stated in the paper to 25/26 if the procurement team had the capacity to kick the project off this year.



Dundee Airport

Port-adhair Dhùn Dè

Decision: *The Board were happy to support the replacement of the Dundee directional finder and asked for the procurement to be expediated into the financial year 25/26 capital plan.*

There was no AOB.

DAL Board meeting concluded at 11:08

Date of the next meeting: 01 July 2025 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