



# Dundee Airport

## Port-adhair Dhùn Dè

### **DAL Board Minutes**

**Monday 30 June 2025 – via Microsoft Teams**

### **FOR PUBLICATION**

<b>Board Attendees:</b>	(LJ)	Lorna Jack (Chair)
	(LS)	Lorraine Strachan (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)
<b>In Attendance:</b>	(GH)	Gregor Hamilton (Dundee City Council)
	(AG)	Alastair Gleave (HIAL, Chief Commercial Officer)
	(MB)	Michael Bratcher (Transport Scotland)
	(JC)	Jackie Clark (HIAL, Executive Assistant)
<b>Apologies:</b>	(IT)	Isabel Todenhoefer (Non-Executive Director)
	(LC)	Lynne Clow (Non-Executive Director)

### **DAL Board Meeting Commenced at 10.00**

The Chair welcomed everyone to the meeting.

#### **Apologies**

Apologies were received from Isabel Todenhoefer and Lynne Clow.

#### **Declarations of Interest**

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

LJ advised she had resigned as Chair from wbg and had stepped down as co-chair of SFC from 4/7/25 and had resumed her role as Deputy Chair of the SFC.

#### **Minutes and Matters Arising**

The minutes from the meeting held 28<sup>th</sup> April 2025 were approved for publication.

The Board noted the minutes from the HIAL Audit Committee dated 22 April 25 and of the HIAL Safety Security & Environmental Committee dated 11<sup>th</sup> April 2025. CH advised the Board on HSE issues raised at Edinburgh Airport and Heathrow Airport relating to falls from height. He also advised on HSE fines issued to both organisations and highlighted that this risk is recognised and being managed as part of DAL's top 5 Operational risks as shown in the Board Pack.

#### **Chair's Report**

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



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The Chair advised she had met the new Transport Scotland Head of Aviation who had attended the HIAL Board meeting. She advised public appointment planning had started for a HIAL NXD & Audit Committee Chair and the HIAL Chair replacement.

A meeting with Councillor Flynn discussed the drive to increase passenger numbers through Dundee Airport, with PK advising the HIAL Communications team had started the process of raising awareness and how to continue support in the future.

### People Committee Update (PC)

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

In the absence of the PC Chair, the Chair provided an update on the Pay & Grading project (P&G), the Pension Scheme and the People Annual report. This included the submission of the P&G business case, preparation for the pension valuation and recruitment of an employer pension representative, and a discussion on the annual cost of overtime.

### DAL Board Performance Pack

PK summarised his report. He highlighted to the DAL Board the recruitment and start date of the New Director of Safety and Compliance who starts in July 25.

The Board noted that the procurement team were working to resolve contract extensions to safety critical contracts.

### AG Joined the meeting at 10:25

AG provided an update on the Dundee Working Group (DWG) Report. The delay was due to a lack of detail on how to achieve income growth. The next meeting of the DWG is 22 July where the draft DWG report will be discussed. It will be taken to the DAL Board at their next meeting on 1<sup>st</sup> September. The working group's report is intended to inform decision-making for the continuation of funding for the PSO beyond October. GCg noted that relevant colleagues in Dundee City Council have not been adequately engaged, and he encouraged early engagement with stakeholders to inform the plan.

MB clarified that the Dundee Airport working group report and the Dundee Airport strategic plan are two different reports.

**post meeting note :-** AG advised there are 6 key points from the DWG report which will form the Dundee Airport Strategic plan. The Dundee Airport Strategic Plan will be submitted to the DAL board.

**ACTION:** The HIAL Board should have access to review the DWG report before the next DAL Board meeting on 1 September.

GH advised the Tay Cities Deal joint committee are reviewing projects that were planned for the latter half of the deal to ensure they can still progress. He added that a suitable capital project for Dundee Airport has not been identified for funding. Another meeting of the Dundee working group is required to explore this.

### Withheld Information No 4

**ACTION:** The Board sought reassurance regarding the risk process behind third parties operating at the airports.



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PK to check with DM on the level of due diligence conducted, focusing on approvals, lodging dates, and last audit dates, ensuring these basics are checked during contract and lease agreements

**AG left the call @ 10:56**

**GH left the call @ 10:58**

### Risk Oversight

The Board noted the top five safety risks had remained relatively static. Feedback from the HIAL board was to put more clarity around the strategic risks.

An emerging risk is around project management resource, which could lead to a delay in capital plan delivery and the Board noted some further work is required on this.

### Corporate Governance Change

JM advised changes are coming into effect with company law, including the verification of identity for all directors and persons of significant control. Directors need to verify their identity either at the Post Office or via Gov UK WA accounts. A session is planned around the next board meeting to get the other directors of HIAL verified. Consequence of not doing this is that accounts won't be allowed to be filed, and fines will be incurred if accounts are not filed by the statutory deadline. The persons of significant control for HIAL/DAL include the Scottish Ministers, and Transport Scotland are exploring how this should be addressed.

### Comms & Corp Affairs

The Board noted the overall corporate operating plan, published as part of the annual report.

### **DAL – For Approval**

#### Budget 25/26

JM presented the third version of the Dundee budget, incorporating feedback from previous meetings, with a headcount of 55.2 FTE. The board were asked to approve the budget, **withheld Information No 4**. He added revenue is projected to increase slightly from £1.8 million to just under £1.9 million, while staff costs are expected to rise by around 4%, resulting in a loss of £2.7 to £2.8 million for the year. - Car parking fees are rebounding, and a reduction in fees was negotiated with the payment provider, offsetting lost income from the previous year.

#### **Withheld Information No 4.**

*Decision: The DAL Board approved the full 25/26 budget for Dundee Airport.*

**LS left the call @ 11:09**

### Corporate Governance Handbook

JM advised the DAL Board that the HIAL board had not signed off on the increased £0.5m to £1 million commercial/contractual change request contained in the paper but had approved the other two elements being

- the creation of an interim airport manager role at Dundee Airport with a delegated financial authority of £5,000 to enable low-level spend.



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- and delegated procurement authority is being introduced, consistent with the SPFM. JM advised a piece of work is in place with the head of procurement to establish delegated procurement authority.

The Board noted an officer with delegated authority can choose not to use it and escalate matters to the board.

***Decision:** The DAL Board approved the financial delegated authority of £5k for the interim airport Manager at Dundee Airport and the creation of the delegated procurement authority.*

### AOB

**ACTION:** Cyber training for board members - JC to look at how to involve GCg in the cyber training that board members need to participate in.

### **DAL Board meeting concluded at 11:20**

**Date of the next meeting:** 01 September 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