

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD
HELD AT MALMAISON HOTEL, DUNDEE ON
TUESDAY 2ND JULY 2019 AT 13:00**

Board Attendees: (LJ) Lorna Jack (Chair)
(IL) Inglis Lyon (Managing Director)
(GB) Gillian Bruton (Finance Director)
(JM) Jim McLaughlin (Non-Executive Director)
(DS) David Savile (Non-Executive Director)
(TW) Tim Whittome (Non-Executive Director)
(DM) David Martin (Non-Executive Director)

In Attendance: (MS) Mark Stuart (Director of Airport Operations)
(GF) George Farquhar (Head of Operational Support)
(DSu) Denise Sutherland (Head of Communications)
(GC) Gary Cox (Transport Scotland)
(SD) Shelly Donaldson (Personal Assistant – Minutes)
(GH) Gregor Hamilton (Dundee City Council)

13:00 – 14:05 Peter Giles & Rich Connelly (Osprey)
14:10 – 14:45 Tom Flanagan (TACTRANS)
15:00 – 15:20 James Watt (Tayside Aviation)

OSPREY PRESENTATION

Peter Giles and Rich Connelly (Osprey) joined the meeting at 13:00 to present a proposal for an approach radar service for Dundee airport to the board. Mr Giles outlined the requirement, the findings of the feasible options studies and recommended the preferred option **(Redacted)**. Once Mr Giles and Mr Connelly provided answers to all of the questions raised, the Board thanked them and they left the meeting at 14:05.

TAY CITIES AVIATION STUDY

Tom Flanagan (TACTRANS) joined the meeting at 14:10 to present the Tay Cities Aviation study report undertaken by York Aviation, which, at present is commercial in confidence. Mr Flanagan outlined the aim of the study, the aviation demand within the Tay Cities region and the future potential. **(Redacted)**.

IL asked if this proposal sat within state aid requirement, and also about the environmental impact and challenges. Mr Flanagan advised that this proposal would still require subsidy and reported that there would need to be additional work undertaken to assess the environmental questions. There was further discussion about routes and the factors that influence a passenger’s decision to use Dundee airport.

The Board thanked Mr Flanagan, and he left the meeting at 14:45.

AVIATION ACADEMY FOR SCOTLAND

James Watt (Tayside Aviation) joined the meeting at 15:00 to present on the proposal for the Aviation Academy for Scotland.

Mr Watt provided some background on Tayside Aviation and noted that there was a shortage of Aviation skills in the region. Due to this demand, a partnership with Middlesex University, London had been set up through the aviation skills partnership and there is a proposal for an Aviation Academy for Scotland. The intention being for two purpose built facilities, one in Dundee and the other in Perth, to be built that would provide aviation training for the north of Scotland (*Redacted*).

There was discussion around the partnership, who was leading the project and what involvement was expected of Dundee Airport Ltd (DAL). DM advised that the project is currently at the concept stage and the next step would be a business plan. The DAL board suggested a HIAL executive needed to be engaged in the planning as soon as possible.

Mr Watt left the meeting at 15:20 and following the presentation the board discussed the proposal.

The DAL Board Meeting commenced at 15:30

Apologies

Apologies were noted from Chris Wilcock (Transport Scotland).

Declarations of Interest

No declarations of interest were noted.

Item 1 – Minutes and Matters Arising

LJ welcomed everyone to the meeting and noted the minutes previously approved via email were now on the HIAL website.

Reference the matters arising, all items were closed or picked up within the agenda.

Chair's Report

LJ reported that she had been working with the Scottish Government on the recruitment of up to 4 Non-Executive Directors for the HIAL board and that the recruitment advert would be posted on the Appointments for Scotland website on 11th July, with the expectation for one member to start in November 2019, the others in March 2020. As part of the marketing strategy a letter would go out in her name from the Public Appointments team to a wide range of organisations and will be promoted via the HIAL website and marketing channels. The skills/experience specification for candidates include individuals with a financial background;

commercial experience; experience in aviation and digital transformation. These positions will be progressed entirely through the public appointments process with a panel sifting, interviewing and ultimately making recommendations for appointment to Scottish Ministers. Members of the panel are: Prof Alex Spencer (a Public Appointments Advisor with the Ethical Standards Commissioner), LJ and GC who will Chair the panel. LJ recorded her thanks to the 3 HIAL Non-Executive Directors who had agreed to be potential contacts for any interested candidate. GB asked if HIAL HR would have any direct involvement, the answer to which was no but HIAL colleagues should encourage any appropriately experienced colleagues to communicate the opportunity widely.

LJ reported on meetings she had with Brendan O'Hara MSP to discuss the opportunities and challenges re the HIAL airports in his constituency. She had also met with Loganair with GB and IL, **(Redacted)** and by telephone with the Cabinet Secretary for Transport, Infrastructure and Connectivity with IL and GC re the ATC dispute.

Managing Director's Report

IL wished to thank all those involved who aided operations in and around the 23rd May, the day of the ATC strike.

IL reported on meetings had with the Infrastructure commission, Orkney Islands Council, the Highland Council and Western Islands Council, and advised that there was still a session to be rescheduled with Shetland Island Council.

The joint response from HIAL, HIE and HITRANS, on Aviation 2050 has now been submitted and the DFT are keen to see this collaboration and engagement continue. IL has scheduled further meetings for later in the year.

A session was held with Transport Scotland, regarding decarbonising and electric aircraft, with a piece of work beginning shortly, working with Transport Scotland and other strategic partners in the UK and further afield

In near future, IL would like to arrange a focus session for the Board on security, following the NASC attended in London.

The interviews for a new Chair of Trustees for the HIAL Pension scheme have now taken place and a successful candidate identified. IL and GB confirmed in answer to a question from the Chair that the trust deed/rules of the HIAL pension scheme provided for the Chair to be appointed by the Managing Director as opposed to the Board of HIAL.

Sessions are being arranged with the APMs regarding the HIAL Management restructure.
(Redacted).

Dundee General Update

There was discussion on the PSO tender, currently in process, with GH advising that the deadline for bids is 17th July 2019. DM stressed that this was very important for the future of Dundee and the Tay Cities Deal.

It was decided that there would be a DAL Board Strategy session at the August Board meeting in Inverness at which point the outcome of the PSO tender should be known. Also at this meeting, the Board will review the report and recommendations produced by Osprey *(Redacted)*. It is also anticipated that more information will be received regarding DAL's potential role, in the Aviation Academy for Scotland, which would allow that to be discussed at the same time.

Items for note by the board

Item 3 – DAL Monthly Accounts

GB gave an overview of the monthly accounts adding that the annual accounts are currently going through audit. These accounts are due to be signed at the August Board meeting, with the deadline for submission to the Scottish Government at the end of August.

HIAL and DAL procurement audit was carried out with a good result of 82% received. GB noted thanks to the HIAL Procurement Manager, which was endorsed by the Board.

AOB

The Board looked forward to meeting Dundee Airport colleagues at an informal meeting the following day.

The DAL Board meeting concluded at 16:00

Date of next meeting – 27th August 2019 at HIAL Head Office, Inverness