

DAL Board Agenda
Tuesday 27th October 2020 - VIA MICROSOFT TEAMS

Board Attendees: (LJ) Lorna Jack (HIAL, Chair)
(IL) Inglis Lyon (HIAL, Managing Director)
(GB) Gillian Bruton (HIAL, Director of Finance)
(JM) Jim McLaughlin (Non-Executive Director)
(LS) Loraine Strachan (Non-Executive Director)
(EH) Eric Hollanders (Non-Executive Director)
(CH) Chris Holliday (Non-Executive Director)
(IT) Isabel Todenhoefer (Non-Executive Director)
(DM) David Martin (Non-Executive Director)

In Attendance: (GCb) Gary Cobb (HIAL Chief Operating Officer)
(GCx) Gary Cox (Transport Scotland)
(GH) Gregor Hamilton (Dundee City Council)
(DS) Denise Sutherland (HIAL, Head of Communications)
(AS) Andrea Sillars (Head of HR)
(VR) Viv Roach (HIAL Executive Assistant - Minutes)
(JC) Jackie Clark (HIAL Executive Assistant)

DAL Board Meeting Commenced at 09:00

DAL Annual Accounts

LS updated the Board on the meeting of the Committee on the 8th October 2020 and that a positive report was given by the auditors. GB added that the turnover in the DAL Accounts included the grant/subsidy due to FRS102 (UK Standard) rule versus HIAL IFRS (International) rule whereby grant/subsidy is reported separately. GB added that the accounts have been reviewed by the auditors who are happy to approve once IL and LJ sign.

The Board approved LJ and IL to sign the representation letter and statutory accounts. The Statutory Accounts were approved via Microsoft Teams at 0900 on the 27th October, 2020. DM thanked the Finance Team for their work on the accounts.

The DAL Board thanked GB for all her work and support and wished her well in her new role at Glasgow Airport.

Apologies

Gillian Bruton left the Board at 09:07

Minutes and Matters Arising

The Board minutes from the previous meeting on 26th August 2020 were reviewed and were approved by the Board and the matters arising were picked up within the agenda.

Declarations of Interest

DM and GH declared an interest as employees of Dundee City Council.

CH declared an interest for work done with Dundee City Council in the past.

Chair's Report

The Chair informed the Board that herself and IL had a call with MP/MSP's on the 25th September 2020. The Chair noted that the call had been well attended with good coverage across the area and a positive response was received, praising our staff around the airports for keeping business moving at this current time, and on HIAL's handling of issues such as Wick and Covid impacts.

There has been several Island Leader calls since the last Board and a question was raised in regard to HIAL's strategy. IL confirmed that a revised draft of the Strategy incorporating Covid Recovery would be available for the December Board.

The Chair informed the Board that she and IL had, had a call with the Cabinet Secretary for Transport on the 30th September. Mr. Matheson was supportive of HIAL's handling of the current issues being faced.

The Board were reminded that Johanna Wallace will be joining HIAL on the 30th November and that LS and CH are now trustees of the Fresson Trust. The Chair added that she had met with Jamie Conley, HIAL's Graduate Apprentice, and noted his enthusiasm and that she was very happy that HIAL were supporting the scheme.

David Martin will be retiring and his replacement, Greg Colgan, will be starting on the 7th December. DM gave his thanks to the Board for their support.

Ministerial approval is required for both JW and GCb positions and this is being processed.

Action: VR to invite Greg Colgan to the next DAL Meeting

Managing Director's Report

There was an update on Loganair, and work continues to ensure continued connectivity.
(Redacted)

The Parliamentary Petitions Committee is now active on ATMS and IL confirmed that Loganair have advised that they have been asked to submit a response. HIAL has also been asked to respond and also intends to engage with a number of worldwide Air Traffic providers to write

into the committee and provide their view of the remote tower concept. The HIAL submission includes a recommendation that the Committee engage with the CAA.

(Redacted)

Discussion has been had with Cranfield University around safety and that a safety culture study is being proposed.

HIAL's pension Scheme will be discussed at the Board on the 28th October.

(Redacted)

Company Risks

Item 4 - COVID-19 Update

The Board noted this paper.

DM observed that the Team at HIAL have done thorough and professional work to keep their staff informed and safe and that with the implementation of the Tier System on the 2nd November, by Scottish Government will increase challenges for all.

It was noted by the Board that the issue of mixing areas in different tiers needs further clarification by Scottish Government.

Items for Approval / Discussion by the Board

MAIN DISCUSSION

Aviation Academy update

GH updated the Board that there has been substantial dialogue with Tayside Aviation since August and discussions are progressing, looking at the Dundee element of the Aviation Academy. The proposal that is favoured is to construct a larger building on the existing footprint that Tayside Aviation occupy.

The business case for the wider Dundee airport project has been discussed between GH and GCB, with focus on the surveillance aspect of the case and a paper is to be provided on the topic.

The Board asked if there was a risk with the college partner, Perth College on the Aviation Academy. GH responded that there is commitment after attending a project Board meeting on the 26th October.

Tay Cities Deal

DM informed the Board that deal was scheduled to be agreed on Friday 23rd October but that this did not happen. The UK Government have said that they are looking at funding for ten years for both Scottish and UK projects and they will be allowing for phasing.

Items for note by the Board

Item 5 - DAL Monthly Accounts

The Board noted this paper.

Item 6 - Dundee PSO Passenger numbers

The Board noted this paper.

AOB

DAL Board meeting concluded at 09.48

Date of the next meeting: 8 December 2020