

**DAL Board Minutes**  
**Wednesday 9<sup>th</sup> June 2021 - VIA MICROSOFT TEAMS**

**Board Attendees:** (LJ) Lorna Jack (HIAL, Chair)  
(IL) Inglis Lyon (HIAL, Managing Director)  
(JW) Johanna Wallace (HIAL, Finance & Commercial Director)  
(EH) Eric Hollanders (Non-Executive Director)  
(CH) Chris Holliday (Non-Executive Director)  
(IT) Isabel Todenhoefer (Non-Executive Director)  
(GCg) Greg Colgan (Non-Executive Director) **(joined call at 12.07)**

**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 (Director of Human Resources)  
(JC) Jackie Clark (HIAL Executive Assistant, Minutes)

**Apologies:** (JM) Jim McLaughlin (Non-Executive Director)  
(LS) Loraine Strachan (Non-Executive Director)

**DAL Board Meeting Commenced at 11.30**

**Apologies**

Apologies were received from Jim McLaughlin (JM) and Loraine Strachan (LS). Apologies were received from Greg Colgan for the start of the board meeting, and he joined the meeting thereafter at 12.07.

The Chair informed the Board and attendees that the meeting was being recorded and would be deleted on completion of the minutes and no objections were received.

**Declarations of Interest**

GCg declared an interest as an employee of Dundee City Council.

GCg declared an interest as section 95 officer within the Tay City Deal

**Minutes**

The Board minutes from the previous meeting on 21<sup>st</sup> April 2021 were approved by the Board subject to one amendment being made for Item 4 – DAL Monthly Accounts.

A discussion was had on how the Board minutes are circulated, changes tracked and how dates are allocated to actions.

ACTION: IL/LJ/JC to review and clarify the process of how the Board minutes are raised, changes tracked and published within the timeline set by Transport Scotland (TS) in the framework document. Discussion to be held prior to the next Board meeting in August.

### **Matters Arising**

The Board noted the carried forward items on hold due to Covid-19.

### **Chair's Report**

The Chair updated the Board on the changes to Scottish Government following the election. Michael Mathieson continues in his role of Cabinet Secretary for Transport with a wider role including Net Zero & Energy. Graeme Day takes on the role of Minister for Transport and Mairi Gougeon as Cabinet Secretary for Rural Affairs and Islands. Communication has been sent to all the new and re-elected MSPs to (re) introduce The Chair and the organisation and to offer a meeting. So far Fergus Ewing has taken up the offer and met with LJ and IL, recognising that others may later.

The process has been started for replacing JM when his term of office finishes in February 22.

The final two Local Authority/Leader of Council ATMS IIA meetings with the Highland Council (HIC) and Western Isles Council (WIC) took place in May. HIC understand the net positive impact the project has in their area but focussed the time together on Wick and in particular plans for a PSO to re-establish scheduled traffic there. WIC **(redacted)** stand firmly against the ATMS project and will be contacting the new Minister of Transport to attempt to stop or pause the project.

The 4-weekly meetings with the Local Authorities which also include Michael Bratcher from Transport Scotland are well attended and continue to be productive meetings discussing recovery in each of their local areas.

The Chair raised some issues re the management of Board business and the executive team were asked to be clear on deadlines when bringing items back to the Board.

GCx provided an update to the Board on how the new ministerial duties work. Graeme Dey's office has been asked to prioritise an introductory meeting with HIAL.

**(Redacted)**

### **Managing Director's Report**

A good meeting was had with Shetland Islands Council (SIC) who supported the ongoing work at Sumburgh. **(Redacted)**

Invites have gone to local MSPs to arrange a meeting to discuss HIAL's recovery post Covid and HIALs future project plans.

The SATE paper for note at the HIAL Board on 10<sup>th</sup> June provides a good update. A paper on next steps will be brought to the August Board capitalising on net zero/sustainable aviation.

**(Redacted)**

**(Redacted)**

Some capital projects may be delayed due to some issues with supplies of wood, cement and other raw materials.

The Highland Council have advised that the Wick PSO process is on-going and whilst more complex than originally envisaged, previously agreed timelines remain.

The safety culture survey will be sent out to all staff within the next few weeks.

Aretai are carrying out a temperature check on HIAL's approach to risk. IL asked the Board for two volunteers to be interviewed by Aretai.

**ACTION:** IL – Paper on SATE next phase to be brought to August Board. Board members to volunteer for Aretai work.

### **Audit Committee Update**

In LS's absence, CH provided the Board with an update on the outcome of the Audit Committee Meeting which LS had chaired, earlier in the day. The internal annual report outcome was categorised as substantial assurance. The external audit for 21/22 was agreed with Azets. Tier 2 and 3 audits are now underway. Actions noted at the Audit Committee were Cybersecurity to be added to the Audit Committee as a regular agenda item and a HIAL external cybersecurity review is to be setup.

## **Items for discussion by the Board**

### **Item 1 – Dundee Board Agenda**

IL summarised the three options provided. Option 3 was agreed. Dundee Airport should be managed as a separate entity going forward by recording risk, safety, mitigations, and incidents separately to HIAL.

The Chair advised the necessity to consistently have risk and safety on the agenda going forward.

*Decision: The Board were content to move the Dundee Agenda forward using Option 3.*

## **Corporate Risks**

### **Item 1 – Risks & Safety Update**

GCb summarised the top ten risks advising there were no significant changes. The risk reports are still a work in progress with Dundee being used as a pilot on how the data will be reported.

A question was asked if traffic volumes could be included in the incident trend report. GCb advised air traffic movement could be added for some risks like wildlife however, for laser attacks it could decrease the importance of the risk if measured against volume of traffic. Dundee has a high volume of pilot training so the risks are disproportionate against other airports.

### **Greg Colgan joined the call at 12:07**

A comment was raised on the acronyms used within the report and their meaning.

ACTION: GCb to raise a table detailing each acronym and its full title and issue to Board members.

<b>Items for note by the Board</b>
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### **Item 1 – Commercial Update**

JW provided a summary of the paper covering route start up and sustainability.

**(Redacted)** The Belfast route is operating well and from July increases from two to four weekly rotations.

A question was raised on the marketing of the Dundee London City route and GH provided an update.

ACTION: GH to raise paper for August board on initiatives planned for marketing London City route in line with local activities and visit Scotland/visit Britain

### **Item 2 – Operations Update**

GCg updated the Board on the current state of Covid in Dundee advising they have the 2<sup>nd</sup> highest infection rate in Scotland. To control the situation focus is on vaccination and testing. Mobile testing units and pop-up vaccination units have been deployed within communities and lateral flow kits handed out at primary school gates to parents.

A question was raised on how the current ATMS industrial relations impact on Dundee Airport and IL explained how the mandate for the ballot works.

A question was raised on EGNOS withdrawal and the effect on ATCO training. GCb advised there was no effect on training. The EGNOS system will be turned off in June. Some fixes such as ILS are available but costly.

ACTION: GCb to prepare a cost and benefit report on mitigations on the removal of EGNOS for each of HIAL's 11 airports to be brought to the Board in September 21.

### **Item 3 – Environment Update**

GCb provided a summary of the paper advising that the compliance work is ongoing however, additional resource would facilitate more progress.

A question was raised on the opportunity for HIAL to work with Dundee City Council and wider partners to see potential cross overs on net zero.

IL advised that HIAL are working on a picture of what the organisation's role is within this area and what resource and investment is required. **(Redacted)**

*Decision: The Chair added that it was important to have an Environmental Update on the agenda going forward at each Board meeting for HIAL & DAL.*

ACTION: JC to arrange a call between IL/GH to discuss the initiatives that Dundee City Council have for net zero and discuss how the Local Authorities are bidding for funding.

ACTION: GCg & GH to look at how Dundee Airport can be brought into the work that the City are doing on net zero.

ACTION: The Chair to follow up with GCx if there is anything rolling out from the new Cabinet Secretary's portfolio on environmental and net zero that HIAL/DAL may need to take account of.

### **AOB**

The Chair advised the next board meeting will be held in Inverness.

**DAL Board meeting concluded at 12:50**

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**Date of the next meeting:** 25<sup>th</sup> August 2021