

DAL Board Minutes

Monday 18th December 2023 Microsoft Teams

- Board Attendees:**
- (LS) Loraine Strachan (Non-Executive Director)
 - (SA) Stewart Adams (HIAL, Interim Chief Executive Officer)
 - (JM) Jamie Manson (HIAL, Chief Financial Officer)
 - (CH) Chris Holliday (Non-Executive Director)
 - (LC) Lynne Clow (Non-Executive Director)
 - (IT) Isabel Todenhoefer (Non-Executive Director)
 - (GCg) Greg Colgan (Non-Executive Director)
- In Attendance:**
- (KOL) Kevin O’Leary (HIAL, Chief Operating Officer)
 - (AS) Andrea Sillars (HIAL, Chief People Officer)
 - (AG) Alastair Gleave (HIAL, Chief Commercial Officer)
 - (DM) Darren MacLeod (HIAL, Director of Safety & Compliance)
 - (GF) Geordie Farquhar (HIAL, Director of Operational Support)
 - (DS) Denise Sutherland (HIAL, Director of Comms & Corp Affairs)
 - (GH) Gregor Hamilton (Dundee City Council)
 - (GC) Gary Cox (Transport Scotland)
 - (JC) Jackie Clark (HIAL, Executive Assistant)
- Apologies:**
- (LJ) Lorna Jack (HIAL, Chair)

LS chaired the meeting and welcomed everyone to the call.

DAL Board Meeting Commenced at 10:30

Apologies

Apologies were received from Lorna Jack.

Declarations of Interest

LS noted the usual declarations of interest.

Minutes and Matters Arising

The minutes from the meeting held 23rd October 23 and 8th November were noted and approved for publication. One redaction was noted as an amendment to the 23 October minute.

Action 5 02.05.23 – The Board discussed the progress on the strategic business development plan. SA advised HIAL would be happy to participate in the forum which was being setup by GH with Transport Scotland (TS), Dundee City Council (DCC) and local stakeholders. SA advised there were a several possible options being looked at and a business development plan could not be rushed. It was agreed that this should be relooked at in the new financial year. GCg advised that should the strategic

business plan no longer require monies from the Tay city deal then it needs to be flagged sooner rather than later.

ACTION: Verbal update to be provided at February board meeting on the timeline for producing the strategic business development plan.

Chair's Report

The full Chairs report can be viewed in the **HIAL Board Minutes 13.12.23 (Link)**.

GC provided the Board with an insight into the 24/25 revenue and Capital budgets with revenue seeing a reduction on previous year which emphasises the importance of project rebalance and the importance of making savings.

GC advised that due to a decrease in revenue budget the transport minister and Cabinet Secretary for Transport understood that some areas would need to look at service reductions rather than efficiencies, however they were being kept informed of all the areas HIAL are looking at with Operation Rebalance to make savings and balance the budget.

People Committee Update

The full People Committee Update can be viewed in the **HIAL Board Minutes 18.10.23 (Link)**.

LC provided an update on the CEO recruitment process advising that 2nd stage interviews will take place early January 2024.

Chief Executive Officer (CEO) Report

The DAL Board noted the updates in the CEO Report.

SA provided a high-level overview of the financials. Two hangers have been inherited due to the exit of Tayside Aviation. One is currently being leased on a short-term contract. **Information withheld No 1**

Chief Financial Officer Report

The DAL Board noted the updates in the Chief Financial Officer Report.

JM advised the financial was positive to the end of October. The board discussed the data captured on passenger numbers and it was confirmed transfer passengers were included in the figures.

Chief Commercial Officer Report

The DAL Board noted the update in the Chief Commercial Officer Report.

AG provided an explanation to the DAL Board on the proposed different tiering levels and went over the current opportunities being explored for Dundee Airport.

KOL left the call at 11:12

Chief Operational Officer & Operations Report

The DAL Board noted the updates in the Chief Operational Officer Report and the Operations Report.

GF highlighted the improvement within the PMO department and how capital projects are governed. With the introduction of the ATR42, there is some work to be done looking at the impact of extra workload for the Security, Fire and Admin teams. GF covered where investment would be made in 24/25. The Board asked if the Tay Cities funding would cover the installation of ILS systems at Dundee

Airport. GH reminded the Board of the original proposal for the Tay cities funding for Dundee Airport which was no longer relevant and advised that it was necessary to engage with HIAL to understand where the Tay Cities investment could be used at Dundee Airport to help generate the outputs originally proposed.

Accountable Manager Report

The DAL Board noted the updates in the Accountable Manager Report.

The Board noted there were no high risks recorded for Dundee Airport. DM advised the DAL Board that a new safety committee with two NXD members had been established and would commence in the new year.

AOB

AS updated the DAL Board on the agreements reached with the Trade Union Ballots for the 2 year pay award for 23/24 and 24/25.

DAL Board meeting concluded at 11:27

Date of the next meeting: 19th February 2024

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