

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD  
HELD AT CAMPBELTOWN TOWN HALL CHAMBERS, ON 30 JANUARY 2019 AT  
11:30**

<b>Board Attendees:</b>	Lorna Jack (Interim Chair) Inglis Lyon (Managing Director) Gillian Bruton (Finance Director) Jim McLaughlin (Non-Executive Director) David Savile (Non-Executive Director) Tim Whittome (Non-Executive Director)
<b>In Attendance:</b>	Mark Stuart (Director of Airport Operations) Robin MacRae (Director of Operational Support) Gary Cox (Transport Scotland) Shelly Donaldson (Personal Assistant – Minutes)
<b>Via Phone:</b>	David Martin (Dundee City Council) Gregor Hamilton (Dundee City Council)

**11:30                      DAL Board Meeting Commences**

**Apologies**

Apologies were received from Mr Cox and Mr Stuart due to bad weather.

**Declarations of Interest**

No declarations of interest were noted.

**Item 1 - Matters Arising**

- 2) Mr Martin updated that **(redacted)** are currently compiling a report on the impact of the V&A and he agreed to circulate the report to the Board once it was received.
- 3) **(redacted)**
- 4) Mr Martin reported that the Tay City Deal business cases have now been shared with the Board and would touch upon this later in the meeting.
- 5) **(redacted)**

Ms Jack confirmed that the remaining matters arising were either picked up within the agenda or complete.

**Chair’s Report**

Ms Jack thanked the board for their support over the Christmas period.

She reported that she had formally been appointed as HIAL chair on a permanent basis and that it will be announced tomorrow. This now leaves a non-executive Director position to fill

on the board and she advised that she intends to fill this post as soon as possible and would like to engage with the other Non-Executive Directors on the skill set required. Ms Jack advised that she would like HIAL to focus more on communications and stakeholder engagement.

Ms Jack advised that Frances Pacitti will shortly be going on maternity leave for 6 months and believed that Chris Wilcock, Head of Canals would be stepping into her role in the interim. Ms Jack advised that she would aim to meet with him as soon as possible.

Ms Jack reported that she had met with Moray council and the Highland council in December for discussions on the ATMS and that this was a positive meeting.

The Board noted the update.

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

Mr Lyon reported that since the last Board meeting he and the finance team had spent a large amount of time on capital and revenue budgets. He had also spent some time **(redacted)** working on the Dundee PSO.

He informed the Board that he had held discussions on the aircraft lease in relation to the PSO and on warranty items for the aircraft. He advised that they are doing a piece of work to review a modification to the aircraft that flies in and out of Barra. **(Redacted)**

Mr Lyon reported that he had spent time with HITRANS, HIE and others discussing the response to the green paper Aviation 2050 strategy. He advised that there would be a HIAL response and a group Highland response, following a consultation exercise

**(Redacted)**

Finally, Mr Lyon reported that there has been some publicity around the new hotel being constructed at Inverness airport.

The Board noted the update.

## **FINANCE**

### **Item 2 - DAL Monthly accounts**

Ms Bruton advised that there was nothing of particular note, that the papers have been circulated and numbers were as expected. **(Redacted)**

Ms Bruton explained that at the meeting recently had with Mr Martin, the management cost information had been shared with him and that he had asked to see this information regularly. The Board wished to note that they were considering this request and asked Mr Martin how he intended to use this information. Mr Martin advised that this showed the operational challenges at each airport and that he found it useful to see how Dundee shared these. He added that understanding pressures for the whole group also helped to gain perspective with

Dundee and confirmed that the information would not be shared with anyone as he holds a responsibility as Director of DAL.

The Board noted the paper.

### **Item 3 – DAL Commercial Update**

#### **PSO discussions**

Mr Hamilton briefed the Board that there were meetings in Dec 2018.

There were discussions on frequency, airport, price and the type of aircraft and whether we could achieve all of these. **(Redacted)** Mr Hamilton confirmed that numbers are monitored regularly and that it was fairly disappointing to discover that bookings are down by 4% from same period last year. Mr Hamilton concluded by saying that there is still quite a bit of work to do to make the PSO a success.

**(Redacted)**

#### **Tay Cities Deal**

Mr Martin advised that the aviation academy was a Tay Cities deal project and that the future of Dundee airport was linked to getting the aviation academy on board. **(Redacted)**

Further discussions are starting to take place on who the involved partners will be and Mr Hamilton has been in discussions with Tayside Aviation with them keen to develop the former Scottish water building at Dundee airport as the ideal place for the aviation academy. There is further work to do on this.

Mr Martin reported that he and Mr Lyon met Mr Watt from Tayside Aviation recently to discuss their contribution to costs at Dundee Airport. **(Redacted)**

Mr Stuart joined the meeting at 12:17.

From the two papers submitted to the Board, Ms Jack wished to confirm that in regards to the request for funding the Tay Cities deal and the Aviation Academy, that there was no assumption of a contribution from HIAL.

Mr Martin confirmed this and added that the UK government have committed to fund the Aviation Academy and the Scottish Government support the Tay Cities deal.

Ms Jack voiced a concern over the request for funding for the future plans being presented as part of the funding for Dundee airport and that HIAL's capital subsidy from Transport Scotland getting repurposed. Mr Martin confirmed that they are separate.

**(Redacted)**

Mr Martin enquired about the work HIAL commissioned directly, the costs and requirements for improved access to the airport and to an update on this.

Mr MacRae advised that they are progressing with this work and aim to have their interim report available by the first week in March, HIAL will then make comment on this and the final report will be available by the end of March.

Ms Jack suggested a piece of work be done, as Dundee Airport Ltd (DAL) to review and highlight which works within the paper have already been included in DAL's capital plan and what is definitely out of the our capital plan and need extra funding for.

**Any Other Business**

There was no other business, Ms Jack thanks Dundee colleagues and they left the meeting.

**The Board meeting concluded at 1230**

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**Date of next meeting – 19 March 2019 in Sumburgh**