

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD
HELD AT SUMBURGH AIRPORT ON TUESDAY 19TH MARCH 2019 AT 15:00**

Board Attendees:	Lorna Jack (Chair) LJ Inglis Lyon (Managing Director) IL Gillian Bruton (Finance Director) Jim McLaughlin (Non-Executive Director) JM David Savile (Non-Executive Director) DS Tim Whittome (Non-Executive Director) TW
In Attendance:	Mark Stuart (Director of Airport Operations) MS Denise Sutherland (Head of Communications) DSu Gary Cox (Transport Scotland) GC Shelly Donaldson (Personal Assistant – Minutes)
Via Phone:	David Martin (Dundee City Council) DM Gregor Hamilton (Dundee City Council) GH

The DAL Board Meeting Commenced at 15:00

Apologies were received from Mr Macrae.

Declarations of Interest

No declarations of interest were noted.

Item 1 - Matters Arising

Chair’s Report

LJ reported that the public appointments process to recruit the non-executive director vacancy on the Board had begun. The proposal was to include recruitment of the two vacancies that would arise in March 2020, given the timescale for these processes.

LJ advised she had met with Caithness Chamber of Commerce and the Caithness MSP regarding the operating hours for Wick airport. Together with IL and the Head of HR, LJ met MSP’s at the Parliament building to provide an update on the Air Traffic Controllers (ATC) Pay dispute.

LJ wished to note the Decreasing Margins workshop held in February was a success.

Managing Director’s Report

IL reported that work continues on balancing HIAL’s revenue budget.

IL informed the Board that calls have been arranged with local authorities and that HIAL is continuing to keep stakeholders informed of developments in relation to the ATC Pay dispute and proposed industrial action.

The reappointment process for the Chairman of the trustees for the pension scheme has begun.

Work and discussions are ongoing in regards to the Dundee PSO and the identified need to encourage new carriers.

Items for Approval by the board
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Item 2 – OPERATIONS

Tayside Aviation Charges

MS had met with Tayside Aviation (**redacted**).

Following further discussion (**redacted**). DM stressed the need to find an appropriate outcome that suited both parties.

Tay Cities Deal - Aviation academy

DM reported that a proposal for an Aviation academy to cover Perth and Dundee had been received and that the Scottish water building at the airport is being considered as the base for this. He proposed discussions between DAL and Tayside Aviation on the intentions for this building.

DM left the meeting

Items for note by the board

Item 3 – Commercial Update

GH provided a further update on the PSO and advised that the structuring of the tender documents was being reviewed. He advised on the desire for a twice-daily service, allowing for business travel within one day.

Item 4 – DAL Monthly Accounts

GB reported nothing of note and that the accounts are as expected.

Item 5 – DAL Budget Update

LJ informed that the HIAL board are in discussions to get the group adequately funded which would then allow the 19/20 budget to be approved

DUNDEE Verbal Update – David Martin

DM provided a brief verbal update to Board members on the Tay City deal and activity in the broader Tayside economy who in turn noted the developments.

AOB

GH thanked IL for the invitation to the Aviation 2050 Event organised by HIE, HITRANS and HIAL which took place on 15 March, and informed that DCC wished to participate in the submission.

The DAL Board meeting concluded at 16:00

Date of next meeting – 8th May 2019 at HIAL Head Office in Inverness