

**MINUTES OF THE DUNDEE AIRPORT LTD (“DAL”) BOARD  
HELD VIA VIDEO CALL ON  
WEDNESDAY 26 AUGUST 2020 AT 13:30**

**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:** (DS) Denise Sutherland (HIAL, Head of Communications)  
(AS) Andrea Sillars (Head of HR)  
(GCo) Gary Cobb (HIAL Chief Operating Officer)  
(GCx) Gary Cox (Transport Scotland)  
(GH) Gregor Hamilton (Dundee City Council)  
(VR) Viv Roach (HIAL Executive Assistant - Minutes)  
14:00-14:20 (DL) Derrick Lang (Dundee Airport Manager)

**The DAL Board Meeting Commenced AT 13:30**

**Apologies**

There were no apologies

**Declarations of Interest**

DM declared an interest as employees of Dundee City Council.

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

**Minutes and Matters Arising**

The Board minutes from the previous meeting on 10<sup>th</sup> June 2020 were reviewed and were approved by the Board and the matters arising were picked up within the agenda.

**Chair’s Report**

The Chair informed the DAL Board that Gillian Bruton will be leaving HIAL and going to Glasgow airport. The DAL Board expressed their gratitude for all she has done for the company over many years.

## **Managing Director's Report**

Nothing to note from the MD.

### **Company Risks**

#### **Item 3 - COVID-19 Update**

This paper was noted by the board.

DM observed that the Team at HIAL have done thorough and professional work to keep their staff informed and safe.

DM shared some lessons from the recent management of the Coupar Angus Covid outbreak observing how quickly Covid does travel in terms of contact. DM noted that contract tracing with staff and their families is key in managing further outbreaks and with occupational pluralism evident in the Highlands and Islands, this does add risk

### **Items for Approval / Discussion by the Board**

#### **MAIN DISCUSSION**

Aviation Academy update

GH updated the Board on the meeting held in March, at which JM also attended, to discuss how Tayside Aviation's role would be played within the project. The action following on from the meeting was to find the cost for a tenant, occupying the building. Cost has been established and the rental return has given confidence in the project. Location of the building on the airport estate has not been fully discussed. Dialogue continues with colleagues in Perth College, UHI and ACS and other partners in the project. Notwithstanding the changes in the Aviation sector due to Covid, GH advised that he expected that the business case is still viable but further work is continuing to ensure the case is a robust one.

A question was asked about when the Dundee Airport Board will be in a position to make decisions on the academy. GH responded that Tayside Aviation are very keen for the project to go ahead quickly and contact will be made soon, if not already, with HIAL. A question was asked on what the impact on existing infrastructure would be and it is understood that modular buildings will be replaced with a new build, which is deemed affordable. How it fits into the whole of the airport, in relation to infrastructure will be key in the next stage of discussion.

#### Tay Cities Deal

Council leaders have written to the Secretary of State for Scotland and the Chancellor to ask if a meeting can be arranged with the Scotland Office Minister, to finalise the deal. Signing is expected by no later than the middle of September. Both infrastructure investment for Dundee and the aviation funding will both come in around year two and three of the programme.

#### **Item 4** - Western Apron Resurfacing

The Board discussed the business case and the reasons for the increase in cost which had brought it above the MD's delegated authority. This was mostly as a result of consulting engineers fees. GCo added that he thought the costing was fair and GB added that it was also affordable within the current year capital plan.

*DECISION: The Board approved BC0854 (B)*

<b>Items for note by the Board</b>
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#### **Item 5** - Dundee Airport Restart Update

The Board noted this paper.

#### **Item 6** - DAL Finance paper

This Board noted this paper.

#### **Item 7** - Dundee PSO Passenger numbers

The Board noted this paper.

#### **AOB**

**The DAL Board meeting concluded at 14:05**

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**Date of the next meeting: 27 October 2020**