

COMOX VALLEY AIRPORT

Taxiing for Take Off



ACCOUNTABILITY REPORT 2022

MESSAGE FROM THE CHAIR

Since inception, CVAC had enjoyed a strong, steady, climb in passenger volume, with minimal slowdowns and normal seasonal fluctuations. There was no precedent for coping with a collapse of air travel due to COVID 19 resulting in a prolonged drought of travellers. When would the travel industry recover? What would happen to the aviation and tourism industries if the pandemic continued for years? These were the unknowns faced by the Board and newly appointed CEO as the airport responded to the ongoing health emergency.

At the pandemic's outset in early 2020 we chose to maintain staffing levels despite the loss of passenger traffic. This was to ensure that CVAC could recover swiftly whenever the time came, although we expected the pandemic to be quite short-lived. Though it persists today, our decision was validated: we needed our team to be available to respond to changing safety and regulatory requirements.

Now, through a second year under pandemic conditions, the resourcefulness, flexibility and dedication of our CVAC team has proven invaluable. While today there is public outcry over the staffing challenges plaguing airlines and government agencies, CVAC is successfully handling a passenger-led recovery, complete with service by new airlines. At the same time, we are finishing a significant construction project designed to enhance the terminal.

By mid-July 2021, vaccination rates and safety protocols improved to a point where it was safe to invite the return of our Airport Ambassadors. These exceptionally welcoming and helpful volunteers marched back on duty, relieving a great deal of stress for our passengers and assisting our air carriers to welcome them back. While the world of travel may not be the same, CVAC's caring approach to passenger and community service continues to be at the heart of our operation.

September 2021 saw Director Susan Toresdahl's nine years of service come to an end. We thank her warmly for her sound guidance, especially in policy and procedure as Governance Chair for many years, and wish her success in her future endeavours. We welcomed Miriam Myers to the CVAC Board, bringing with her an extensive background in finance and human resources. Promptly immersing herself in the CVAC mission, in January Miriam accepted the role of Board Secretary and Chair of the Governance Committee.

With the nine-year term limits now approaching for three of CVAC board members, we will be advertising for applications in a search for three new directors in the late summer of this year, and encourage those with interest to apply.

On the fiscal side, the Finance Committee worked closely with the CEO to contain costs in light of the fall in revenues. The fiscal year saw revenue of \$3.8 million, which includes \$1 million of funding from the Federal Government for the Regional Air Transportation Initiative, used for the Terminal Enhancement project. Additionally, CVAC obtained \$462,000 in wage subsidies via the Canada Emergency Wage Subsidy and the Tourism and Hospitality Recovery programs. This compares to expenses of \$3.9 million, including \$1 million in amortization, and results in a modest surplus of \$309,000 for the fiscal year ending March 31, 2022.

We are satisfied with the fiscal and operational performance of CVAC and believe we are on track for an efficient recovery. But there are still challenges ahead, considering the state of the global economy and the aviation industry in particular. To meet them, CVAC's Board is revising its Strategic Plan to align with a post-pandemic era. This plan refreshes CVAC's Vision, Mission, Values and Strategic Objectives for the next few years.

As I write this, our passenger throughput numbers are climbing, now reaching some 70% of the pre-pandemic level. YQQ continues to see our legacy carriers—WestJet, Air Canada and Pacific Coastal—rebuilding their capacity, alongside our two new Ultra Low-Cost Carriers—Flair and Swoop Airlines. The Board remains encouraged with the recovery, and appreciate the dedication and care shown by all the airport's staff each and every day.

Be sure that, when you choose to travel through our airport, the Board, staff and volunteers will continue to make sure that your journey continues to be safe, efficient and friendly, speeding you on your way and connecting Vancouver Island with the world.

Martin Crilly
June 13, 2022



CVAC Chair Martin Crilly

MESSAGE FROM THE CEO

The new fiscal year began with ever-changing travel restrictions, flight schedules and fluctuating health and regulatory measures, both federal and provincial, creating uncertainty for travellers, airlines and airport staff as the third wave took hold. Nevertheless, a promise of improving conditions for summer 2021 had us focus our efforts on the return of our passengers, with an emphasis on maintaining the course while instigating improvements to prepare for recovery.

The first hint of recovery was the announced return of Air Canada at the end of June following a 15-month hiatus, with a limited but welcome connection to Vancouver. We then confirmed the addition of WestJet Link's 2x daily service to Vancouver and Pacific Coastal's shift to direct flights, resulting in an impressive recovery of service options to the Vancouver hub. WestJet reinstated direct flights to Edmonton, increased service to Calgary, and encouragingly added the first-ever non-stop weekly service to Toronto. Passenger volumes quickly increased, from 20% of pre-pandemic numbers in June to 60% by August, seasonally-adjusted volume which continued through the fall and into the busy Christmas period.

As we welcomed passengers back to the terminal, we learned that CVAC successfully obtained a grant of \$1.094 million from the Government of Canada's Regional Air Transportation Initiative (RATI). The program was designed to enable regional air carriers and airports to remain operational and contribute to regional economic growth while adapting to new post-COVID-19 realities and requirements. This grant has allowed us to progress a Terminal Enhancement project, resulting in a larger, more functional Pre-Board Screening (PBS) area and an expanded Hold Room, which will include a satellite café and new seating, many of which will be fitted with additional charging outlets. I must commend our staff and our design and construction partners for the accommodation and flexibility continually demonstrated as we managed this project alongside the requirements of the return of travellers. Well done!

The recovery that we experienced in the second half of 2021 evaporated quickly as COVID numbers climbed rapidly at the start of 2022 as the Omicron variant took hold. The return of travel advisories saw January and February volumes plummet 20%, while the importance of local testing became apparent. To address this need, CVAC partnered with ConnectUs Global to provide on-site COVID testing for domestic and international travel.

In March, a lifting of the international travel advisory saw passengers again travelling through the airport due to the lure of sun and sand, which had been sorely missed. We were also pleased to welcome the new Ultra Low-Cost Carrier Flair Airlines, which commenced 2x weekly service to Edmonton and Calgary, heralding a new era of accessibility through affordable air travel.

While the pandemic has ensured a new normal in passenger travel, CVAC's commitment to the local and global community remains steadfast. A comprehensive carbon audit was conducted as part of our Climate Smart Certification, a first step toward the goal of achieving Net Zero emissions. Installation and retrofitting of new, efficient LED fixtures and other improvements have resulted in a 20% reduction in our electricity use, equating to a savings of 2 tonnes of CO2 per year! To progress our carbon reduction initiative, a new Green Team has been formed to focus on the incremental steps that we will all need to take to achieve our goal. This is alongside our industry partners, who are also committed to the Net Zero goal, which you can learn more about by visiting the International Civil Air Organization @ ICAO.NET.

While the pace of the recovery remains unknown, I am confident that the Comox Valley Airport is prepared to welcome back the travelling public. Encouragingly, CVAC is one of eight airports in Canada that will see this summer's capacity exceed pre-pandemic levels. We are completing the upgrades to our terminal to provide an improved passenger experience, anticipating an increasing number of guests when the Federal Government removes the last COVID-related travel restrictions.

With the stage set for a full recovery and the capacity to support it, we will soon shift our focus to the longer-term requirements to ensure that the airport continues to serve the needs of Vancouver Island. It remains a combined effort, and I am exceptionally proud to be a part of the team that facilitates your journey to and from our wonderful Island and will do so for many years to come.

Mike Atkins
June 13, 2022



CEO Mike Atkins

19 WING - CFB COMOX

- CVAC's facilities are located on land leased from the Department of National Defense (DND) - 19 Wing Comox
- DND maintains responsibility for YQQ's airfield and associated systems, which are provided for the use of civil aviation at the discretion of DND in exchange for landing fees.



SAFETY

Solar Crosswalks

To improve public safety without adding to Green House Gas Emissions, Solar Powered Crossing Lights were installed at curbside making crossing safer.



The safety and security of our customers, staff, facilities and environment are at the core of operations.



- Emergency First Aid/CPR
- Spill Response
- Fire Extinguisher
- Earthquake Preparedness
- Ramp and Security Awareness

**Safe
travels**



#TOGETHER AGAIN



To assist passengers with the ever- changing requirements for travel, a COVID Testing facility was installed providing the only publicly accessible testing north of Nanaimo.



CVAC staff were united to encourage uptake of Vaccines as a necessary measure to stop the spread of COVID 19.

Staff and the public in the terminal participated in the annual Great Shake Out aiding in earthquake awareness and preparation

Shake Out.
Don't Freak Out.

October 20, 2022

www.ShakeOutBC.ca



YQQ AMBASSADORS RETURN!



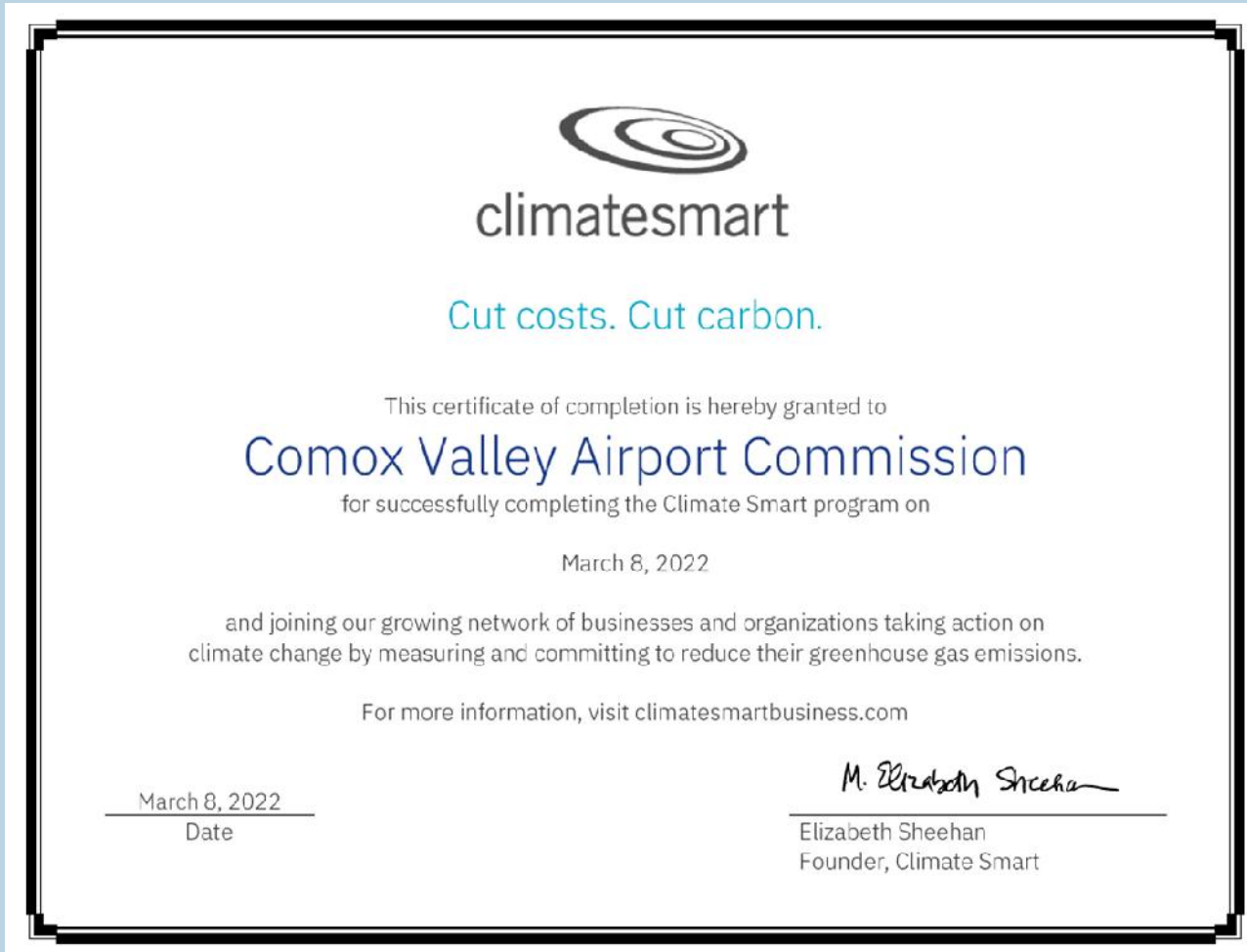
July 15th marked the long-awaited return of the YQQ Ambassadors, the Comox Valley Airport's volunteer force, after an absence of nearly sixteen months.

"I am extremely pleased to welcome the Ambassadors back, not only for the benefit of travelers, but also as an indication of a cautious return to leisure travel."

CEO Mike Atkins

Photo: Ambassador Elsie Craik, joined CVAC 2012
Robert Beers, joined CVAC 2016.

CLIMATE SMART CERTIFICATION

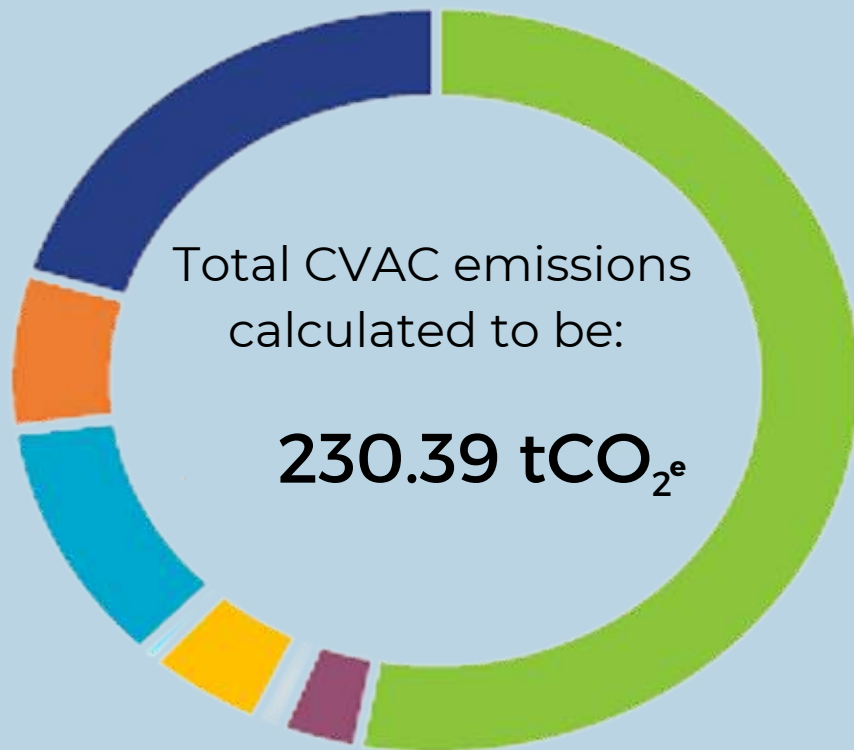


The Comox Valley Airport teamed up with *Climate Smart* to detail the greenhouse gas emissions footprint for Comox Valley Airport Commission during the 2019/20 fiscal year.

The final report included an inventory and breakdown of emissions by source activity and the Comox Valley Airport's plan to reduce their emissions going forwards.

CLIMATE SMART

Total emissions for the 2020 Fiscal year by activity:



- Scope 1: Heat - 53%
- Scope 1: Transporting Goods - Road - 3%
- Scope 2: Electricity - 5%
- Scope 3: Staff Commuting - 11%
- Scope 3: Garbage - 7%
- Scope 3: Equipment - 20%

Comox Airport's GHG emissions in the 2020 baseline year are equivalent to ~907,000 km driven by a passenger car.

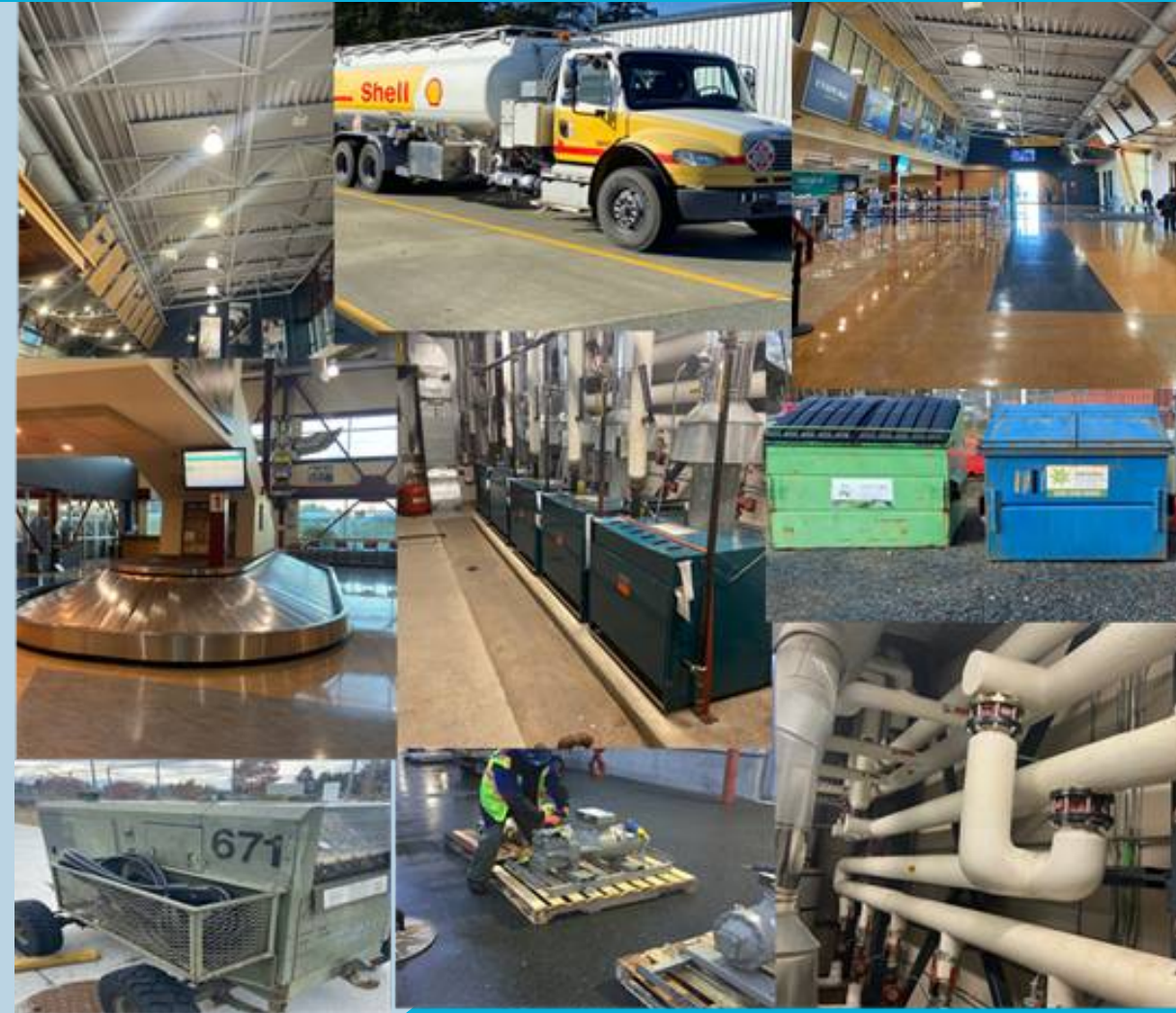
CLIMATE SMART NEXT STEPS

- Optimize Heating Control Systems
- Investigate Solar Hot Water System
- Investigate Boiler Replacement
- Optimize Lighting Schedule
- Finalize LED Lighting*
- Educate Staff on Commuting Options
- Expand Recycling/Composting Program

FY 22/23 Goal

Reduce GHG Emissions by 7.5%
(17 TCO₂e)

2016-2021 CVAC LED lighting retrofit achieved a reduction of 2.2 TCO₂e and a Hydro savings of \$16.5K/yr - that's a 20% GHG Electricity-based reduction!



AVIATION INDUSTRY

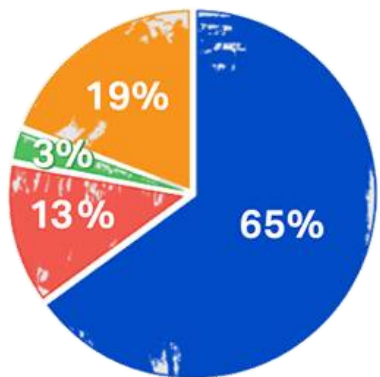
Airport Council International sets global long term carbon goal for airports
June 8, 2021.

Net zero by 2050

Decarbonisation is a critical global issue and requires a global response.

Montreal, 8 June 2021 – Airports Council International (ACI) World and the five ACI regions – in collaboration with members – have created a long-term carbon goal for their member airports:

“ACI member airports at a global level commit to reach net zero carbon emissions by 2050 and urge governments to provide the necessary support in this endeavor.”



Achieving net zero by 2050 will require a combination of maximum elimination of emissions at the source, offsetting and carbon capture technologies.

- 65% Sustainable Aviation Fuel (SAF)
- 13% New technology, electric and hydrogen
- 3% Infrastructure and operational efficiencies
- 19% Offsets and carbon capture



At the 77th International Air Transport Association (IATA) Annual General Meeting in Boston, USA, on 4 October 2021, a resolution was passed by IATA member airlines committing them to: achieving net-zero carbon emissions from their operations by 2050.

Fly Net zero by 2050

To succeed, it will require the coordinated efforts of the entire industry (airlines, airports, air navigation service providers, manufacturers) and significant government support.

CAPITAL EXPENDITURES

With uncertainty in passenger volumes and associated revenues, CVAC contained costs by limiting expenditures where practical.

Minor projects were completed including:

- Solar Crosswalk Lights
- New Entry Signage
- Apron Upgrades and painting

Major Project

Terminal Enhancement Project

Funded in part by:

The Regional Air Transportation Initiative(RATI)

With the support of:
Pacific Economic
Development Canada

Canada

ENTRY SIGNAGE REFRESH




Entry Signage was refreshed, with a modern new design featuring LED backlighting. This retrofit resulted in minimal waste while prolonging the usefulness of the existing structure.

REGIONAL AIR TRANSPORTATION INITIATIVE (RATI) - Terminal Enhancement Project

A \$1.094 million grant was awarded from the Government's Pacific Economic Development Canada, with the aim of:

" ... [enabling] regional air carriers and airports to remain operational and contribute to regional economic growth, while adapting to new post-COVID-19 realities and requirements."

The funding will cover a significant portion of the \$2 million dollar terminal enhancement project.



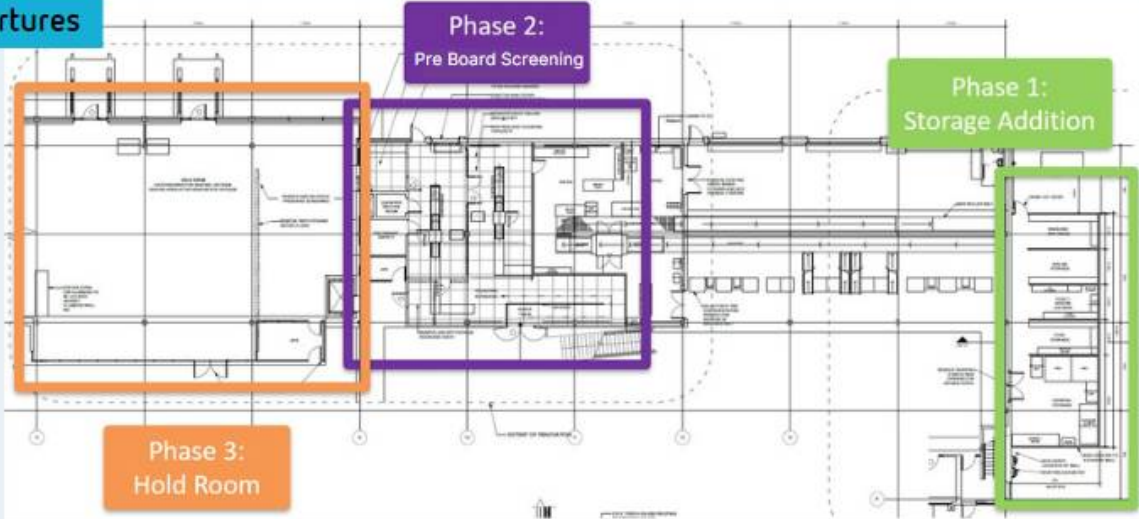
Terminal Enhancement Project

Work is underway to improve passenger flow and comfort.
Completion - Spring 2022

UNDER CONSTRUCTION

Airport terminal will remain fully operational during construction.

YQQ Departures




Phase 2: Pre Board Screening

Phase 1: Storage Addition


Phase 3: Hold Room

Funded in part by:



Pacific Economic Development Canada

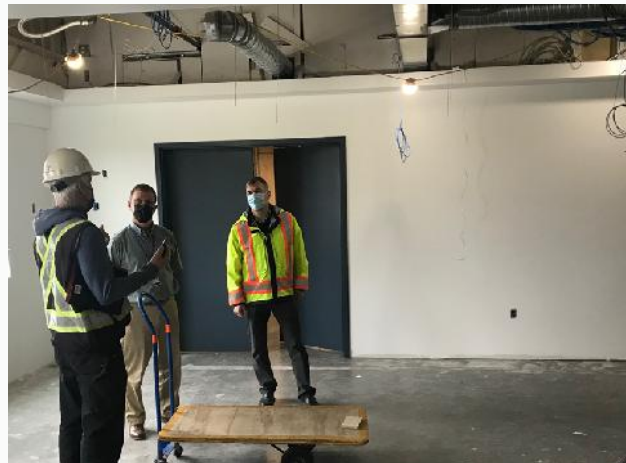
Développement économique Canada pour le Pacifique



RATI - TERMINAL ENHANCEMENT



All hands on deck to expedite belt maintenance - CVAC teamwork gets it done.



- Larger, more functional Pre-Board Screening (PBS) area
- More functional storage
- Expanded Hold Room, including:
 - new seating
 - additional charging outlets
 - a post security satellite café



Terminal Enhancement Project

A Regional Air Terminal Initiative (RATI)

Commencing Fall 2021 - Completion Spring 2022

- Work is underway to improve passenger access and hold room capacity.
- Airport terminal will remain fully operational during construction.

With the participation of:



Pacific Economic
Development Canada

Développement économique
Canada pour le Pacifique

Canada

ART AT THE AIRPORT



Left - "Standing Tall in the Sun"
Artist Shea Kotilla
Below - "Unfurling" Skis
Kindred Snowboard's
Artist Angie



Below - "Nymph Falls"
Photographer David Ballentyne



The Airport proudly sponsors two annual art exhibits, mounted by local agencies featuring works by local artists.



Cultivating
Creative
Diversity

CHARITABLE GIVING



Donations to local community organizations included:

- Comox Air Force Museum
- Coldest Night
- The Grand Parade
- Angel Flight
- Foundry Comox Valley
- VICD, a Division of BC & Alberta Guide Dogs



Christmas Hamper Program 2021

Supported annually by CVAC Board, staff and volunteers, working with the local community. A special thank you CVAC fueler Tanya Liebich for coordinating collection and delivery, great job!

Supporting Local Charitable Events

CVAC supports its employees in community stewardship through volunteering and encourages their participation in community events.



CVAC's Erin Neely, Mike Atkins, Alex Robertson and Canine Companions took part in Coldest Night.

Photo Comox Valley Record

MARKETING & COMMUNICATIONS

The Government of Canada Level 3 "Avoid non-essential Travel Health Notice" was in effect until February, 2022.

Public Service and Health related communications were the focus for in house and external messaging, with external messaging primarily focused on the announcement of new and returning routes, and new carriers.

Memberships and support of local economic development and tourism included local Comox Valley Chamber, Experience Comox Valley and outer catchments of Parksville Qualicum Beach, Port Alberni, Campbell River, Ucluelet and Tofino.



CVAC partnered with WestJet and Experience Comox Valley in promotion of domestic service on the "Ready Set" campaign, aligned with the lifting of travel restrictions.



New routes and return of flight services were announced via digital, print and social media.

AIR SERVICE DEVELOPMENT



The fiscal year saw the resumption of Air Canada's service, the addition of WestJet Link, and launch of Flair Airlines and pending arrival of a 2nd, Ultra Low Cost Carrier (ULC) Swoop.

WESTJET 

 **AIR CANADA**

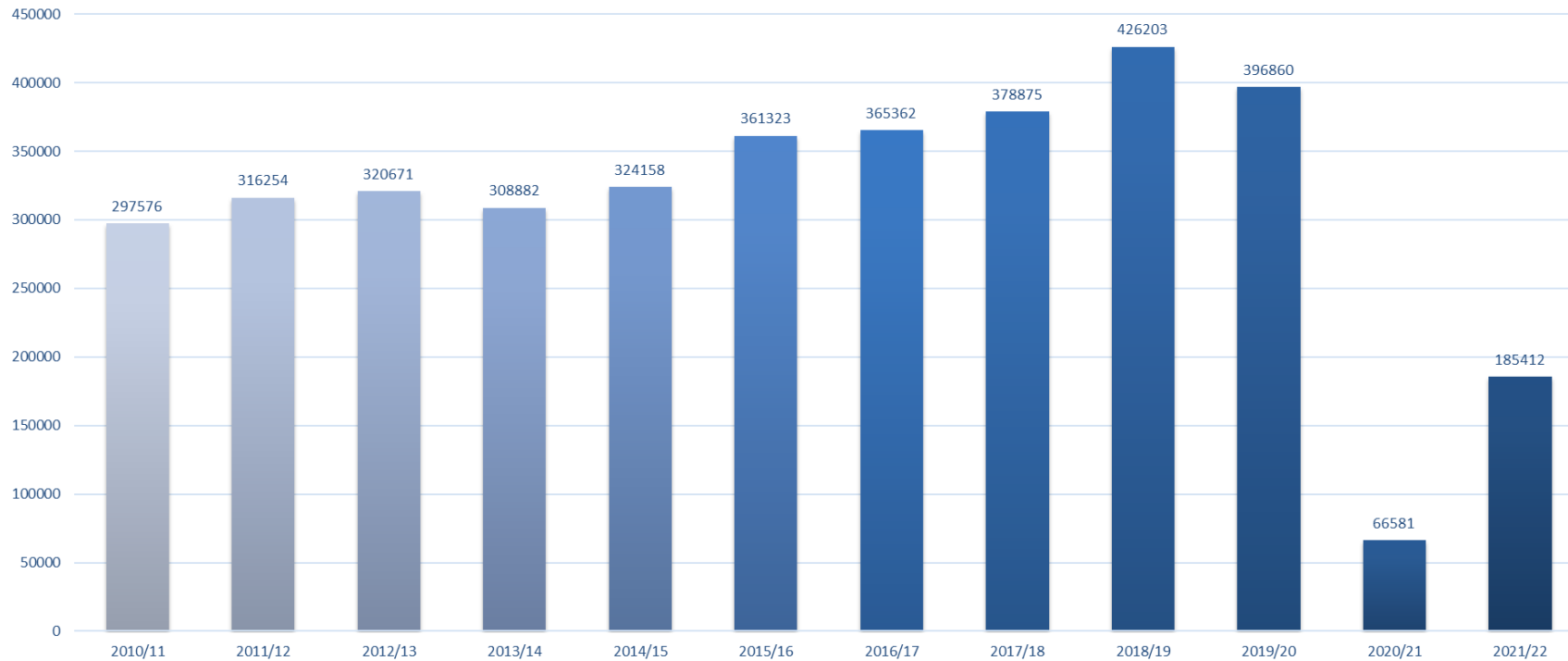
Pacific Coastal
AIRLINES®

SWOOP 

flair
 **airlines™**

Annual passenger numbers for 2021 Calendar year 155,064.

Annual Passenger Totals
Fiscal YTD

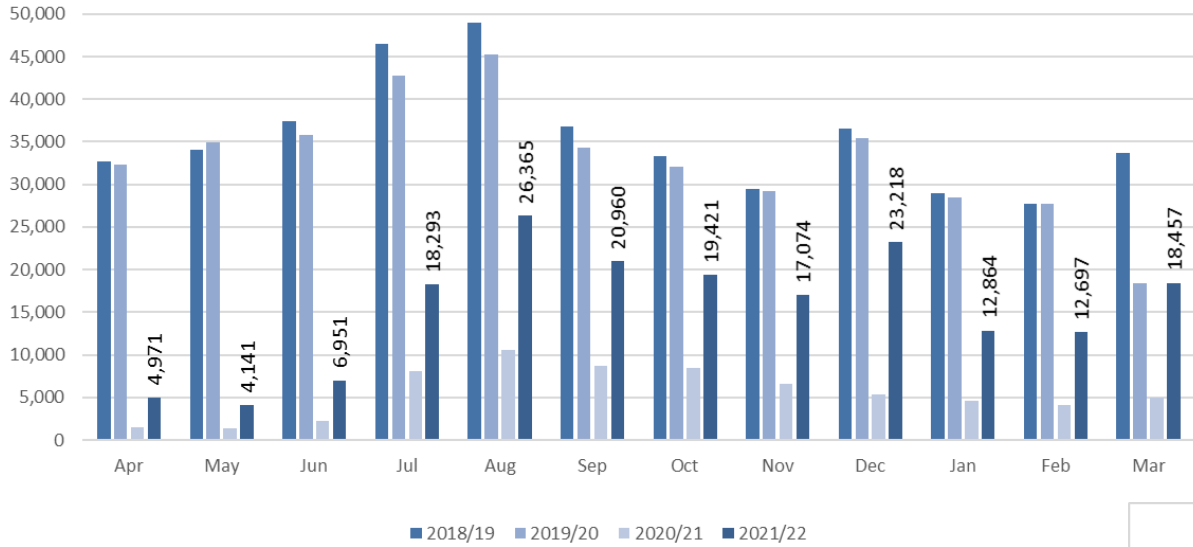


YQQ's recovery was one of the best in Canada

53% of FY 19/20

Total passengers in FY 21/22  185,412

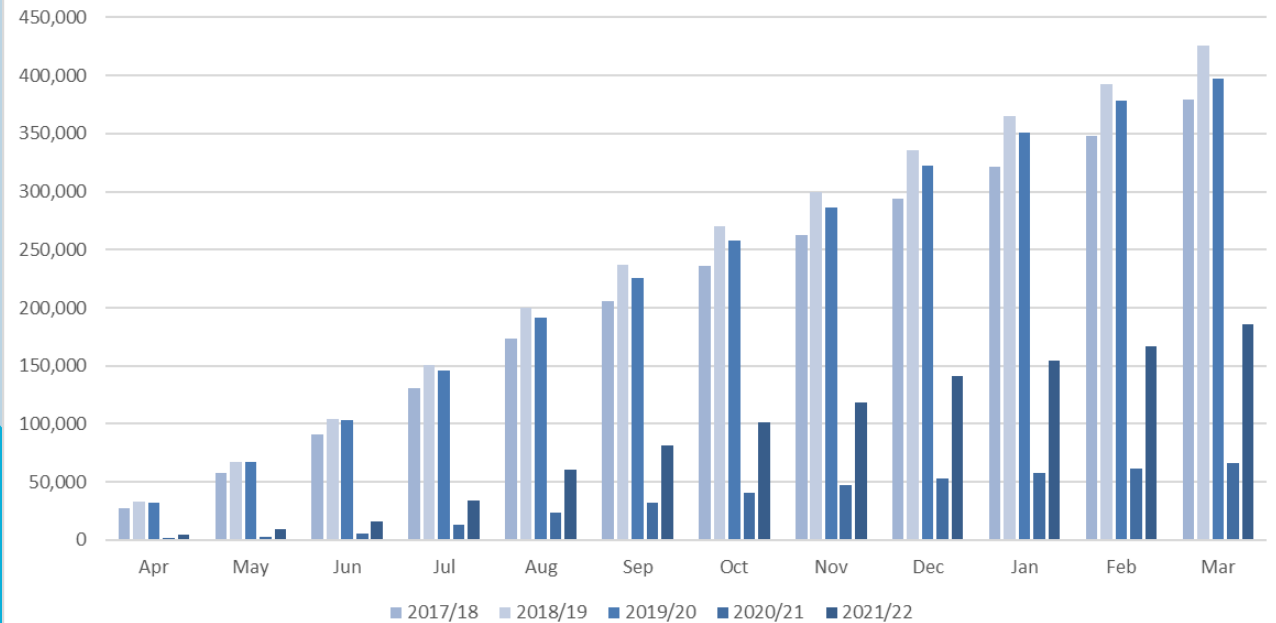
Passenger Totals By Month



Starting in July 2021, traffic stepped up to ~60% of pre-pandemic volume.

Growth stalled in January when the Omicron variant caused revived health and travel restriction, but by close of Q4 - March 2022 volumes match March 2020.

Annual Passenger Growth



FINANCIAL SUMMARY

The year saw revenue double resulting in a small surplus for the fiscal year.

Assets	2020/2021	2021/2022
Operating Fund	\$ 1,196,794	\$ 1,1739,991
Capital Assets	\$ 20,681,876	\$ 20,447,964
Net Assets	\$ 21,878,670	\$ 22,187,955

Revenue	2020/2021	2021/2022
Total Revenue	\$ 1,886,839	\$ 3,759,555
Total Expenses	\$ 3,390,253	\$ 3,912,729
Canada Emergency Wage Subsidy	\$ 776,686	\$ 341,571
Tourism and Hospitality Recovery Program	n/a	\$ 120,888
Surplus/(Deficit)	\$ (726,728)	\$ 309,285

*See Audited Financial Statements for detailed information.



CVAC Ambassadors, Debbi, Debbi and Mike, with Cafe on the Fly's Jacki, Welcome the arrival of Flair Airlines

ACCOUNTABILITY FRAMEWORK

- Certificate of Continuance
- Bylaws
- Strategic Plan
- Accountability Report
- Financial Audit

Board Standing Committees

- Executive
- Audit
- Finance
- Governance

Average Attendance - Fiscal Year 2122 Board & Committee Meetings

- Board Meetings: 96%
- Committee Meetings: 89%
- Public Meetings: 100%



GOVERNANCE

The Comox Valley Airport Commission (CVAC) is the governing authority for the operation of the Comox Valley Airport.

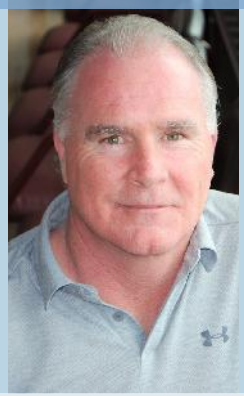
CVAC is a federally incorporated, non-profit entity that was established through letters patent in 1996.

CVAC transitioned to the Canada Not-For-Profit Corporations Act (NFP Act) in 2014.

BOARD OF DIRECTORS



Martin Crilly
Chair
Executive Committee
Ex Officio All Cmtee
Local Governments
Nominee
Director Since 2017



Bill Anglin
Vice-Chair
Executive, Finance
Audit Committees
CV Chamber
Nominee
Director Since 2020



Miriam Myers
Secretary
Executive Committee
Governance Committee
Member at Large
Director Since 2021



Wendy Lewis
Treasurer
Executive Committee
Finance Committee
Local Governments
Nominee
Director Since 2019



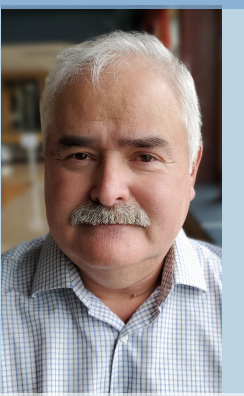
Andy Frost
Governance Committee
Audit Committee
Local Governments
Nominee
Director Since 2014



Nancy Arsenault
Governance Committee
Member at Large
Director Since 2019



Joe Schommer
Governance Committee
Local Governments
Nominee
Director Since 2014



Richard Hardy
Governance Committee
CVEDS
Nominee
Director Since 2021



Richard Clarke
Audit and Finance
Committees
Local Governments
Nominee
Director Since 2013



Mike Atkins
CEO
Ex-Officio All
Committees
Director since 2021



BOARD RECRUITMENT



Where journeys begin.

AIRPORT SEEKING BOARD DIRECTORS

Comox Valley Airport Commission (CVAC) is seeking three interested individuals to join the CVAC Board. Are you able to commit time to 2-3 meetings per quarter to help guide the future of the Comox Valley Airport?

This is a call for nominations to join the CVAC Board for a minimum term of 3 years. An ideal candidate will have a background in:

- Aviation/Airline Industry
- Design, Construction, Development
- Law,
- Technology
- Transportation

If you would like to serve your community by applying your skills to guide the future of aviation, transportation and economic development in our region, please visit our website for more information. Applications from underrepresented communities are welcome. Directors receive a stipend for their service.

The Comox Valley Airport Commission (CVAC) is the governing authority for the operation of the Comox Valley Airport (YQQ). CVAC is a federally incorporated, non-profit entity that was established through letters patent in 1996. It successfully transitioned to the Canada Not-for-profit Corporations Act (NFP Act) in 2014.

Accepting Applications

Due to term limits, CVAC is now recruiting three Directors to represent local government.

Nominations for the positions will be advertised online and in local media in August.

The application period closes September 14th and will then be sent to the Local Government Nominating Entities (LGNE) for approval.

Short list and final candidate interviews will be conducted in late November.

Approval is scheduled for the December 7th Board Meeting.

www.comoxairport.com/cvac-board

Applications will be accepted until September 14th, 2022.

ROUTES AND FREQUENCIES SUMMER 2022



- 2x Daily Service to Calgary YYC
- Daily Service Edmonton YEG
- 2x Daily Service Vancouver YVR
- Weekly, non-stop Toronto YYZ
- 3x Daily Service Vancouver YVR



- 2-3x Daily Service Vancouver YVR



- 2x Weekly Service Edmonton YEG
- 2x Weekly Service Calgary YYC



- 2x Weekly Service Edmonton YEG



YQQ has more capacity for Summer 2022 than pre-pandemic.

CONTACT INFORMATION

Comox Valley Airport Commission
Unit 118 - 1250 Knight Road,
Comox, BC V9M 4H2

Audited Financial Statements,
Accountability Reports and
Comox Valley Airport Commission Bylaws
are available under publications on the website:

www.comoxairport.com
info@comoxairport.com
250-890-0829

