



Comox Valley Airport Operations Manager Directive

Directive: 2022-001

11 Mar 2022

To: All tenants

**Subject: CVAC Staff and Tenants Parking Policy Update
(Supersedes Directive 2019 – 001)**

References: Airport Operations Manual

1. The purpose of this directive is to clarify the staff and tenants parking rules.
2. The staff and tenants parking policy is designed to allow airport staff and its tenants the privilege of free parking at the airport while maintaining prime parking locations for airport customers and visitors. Staff and Tenants parking rules are:
 - a. Staff and Tenants are required to park in either gravel lot (located on the east and west side of the terminal).
 - b. Each staff member and tenant will be issued a vehicle pass prior to the start of the fiscal year (April 1st). The pass must be affixed directly to the bottom left corner of the windshield. The staff member and tenants must provide the Deputy Operations Manager with the car information (make, model, colour, year and license number). Any changes, such as a new car, must be reported to the Deputy Operations Manager as soon as possible to avoid receiving a ticket. For staff and tenants that have more than one vehicle that they use for commuting to work, a second pass may be issued.
 - c. In order to provide a measure of safety at night, all airport staff and tenants may park in the paved lot (not to include short term spaces or in the main driveway) between 8:00 p.m. and 7:30 a.m.
 - d. If you receive a ticket, do not discuss or argue about the infraction with the parking enforcement officer, nor with any CVAC Operations staff. If you have issues or concerns, you may visit the Deputy Operations Manager in person to discuss the infraction.

- e. Vehicles parking at the Comox Airport must be properly licenced and insured for BC's public roads. All vehicles must display a valid licence plate and be in good working order with no visible leaks or extensive body damage.
- f. Vehicles with parking permits can only be parked within marked stalls in designated parking lots. Vehicles which cover multiple stalls will be billed for the total number of stalls that are used by the vehicle and attachments (trailers, equipment, etc.).
- g. Employees, tenants, long-term permit holders and contractors are not permitted to park on Knight road.
- h. CVAC strives to project an apolitical image and diligently controls the environment that passengers see while at the airport. As a result, vehicles with CVAC parking permits are prohibited from showing any displays of a political, social or religious nature while on CVAC's property. Owners of such vehicles will be asked to remove the display(s) or be denied parking at CVAC.
- i. If you abuse your parking privileges (i.e. parking in paved lot without paying, disrespectful behavior, speeding) you will lose your right to park at the airport.

Francis Laplante
Deputy Operations Manager
Comox Valley Airport

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