



Comox Valley Airport Operations Manager Directive

Directive: 2025-001

9 June 2025

To: All tenants

Subject: CVAC Staff and Tenants Parking Policy Update
(Supersedes Directive 2024 – 001)

References: Airport Operations Manual

1. The purpose of this directive is to outline the rules and expectations for staff and tenant parking at the airport. These measures are intended to ensure fair access to parking for staff and tenants while maintaining the highest level of service for our traveling customers.
2. With the opening of the East Staff Parking Lot (formerly the dog relief area) and improved access to the fuel turn area, the West Staff Parking Lot is now operational. As a result, designated parking areas for staff and tenants have changed. Staff parking is no longer permitted in any gravel lots. All staff and tenants must park in either the East or West Staff Parking Lot.
3. Staff and tenants are no longer permitted to park in the paved public lot unless payment has been made. Parking in the laneway in front of the terminal building is strictly prohibited. All loading and unloading must occur from the Commercial Lot.
4. To allow access to the East Staff Parking Lot, two commercial stalls have been temporarily removed and are marked with cones. The three paved and one gravel stall in the Commercial Lot are reserved for contractors or for loading and unloading supplies into the terminal.

5. Staff and tenants travelling and requiring overnight parking must use the East or West Gravel parking lots. Overnight parking is not permitted in the East or West Staff Parking Lots.

6. Each staff member and tenant will be issued a parking pass before the start of the fiscal year (April 1st). The pass must be affixed to the bottom left corner of the vehicle's windshield. Any changes to vehicle details (e.g., new car, new license plate or replaced windshield) must be reported promptly to the Deputy Operations Manager to avoid receiving a parking ticket. If you use multiple vehicles for commuting, a second parking pass may be issued. To receive a parking pass, staff and tenants must submit the following vehicle information to the Deputy Operations Manager:

- a. Make
- b. Model
- c. Colour
- d. Year
- e. License plate number

7. If you receive a parking ticket, do not engage with the parking enforcement officer or CVAC Operations staff. Any questions or disputes about the ticket should be directed to the Deputy Operations Manager for review.

8. All vehicles parked at the Comox Airport must be properly licensed and insured according to BC's Road laws. Vehicles must display a valid license plate and be in good working order, with no visible leaks or extensive body damage.

9. Vehicles with parking permits must park only in marked stalls within the designated parking lots. Vehicles that occupy more than one parking space (including trailers or attachments) will be charged for the total number of stalls used.

10. Employees, tenants, long-term permit holders, and contractors are not permitted to park on Knight Road under any circumstances.

11. To maintain a neutral and professional environment, vehicles displaying political, social, or religious symbols or messaging are not permitted to park on CVAC property. Vehicle owners will be required to remove such displays or risk revocation of parking privileges.

12. Abuse of parking privileges, such as parking in non-designated areas, disrespectful behaviour, or speeding, will result in the loss of parking privileges at the airport.
13. Due to increased demand during peak travel periods, the Deputy Operations Manager reserves the right to limit or change these procedures to accommodate travelers based on demand.
14. Should you have any concerns with this policy please contact the Deputy Operations Manager.

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Comox Valley Airport
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