



Comox Valley Airport Operations Manager Directive

Directive: 2026-004

21 October 2026

To: All tenants (and their management teams) that access the restricted area of airport terminal

Subject: Non-Passenger Screening Process (NPS) for CVAC staff, tenants, flight crews, maintenance personnel, and all other individuals that have been authorized to access the restricted area at the Comox Valley Airport.

References:

Overview: The purpose of this directive is to outline the process for Non-Passenger Screening (NPS) that are unique to the Comox Airport. They apply to all airport staff and other non-passengers that require access to the restricted part of the terminal when NPS is in effect (25 Oct 2026 – 4 Apr 2027). These procedures are reviewed prior to each charter season when NPS re-commences and will be updated to capture changes made during the effective period of use. They were developed jointly to meet Transport Canada Regulations with input from the screening authority, the airlines, the ground handling company, and the airport managers to maximize efficiency within the constraints of limited space and on minimal equipment.

1. All non-passengers will utilize Pre-Board Screening (PBS) to enter the restricted area; other access points will be de-activated via electronic means. All non-passengers (100%) will require screening. The eastern end of the PBS queuing area will be used by non-passengers (as per diagram A below) and non-passengers will be granted permission to move to the front on the line. The right-hand screening line will be the normal location for non-passengers to be screened.

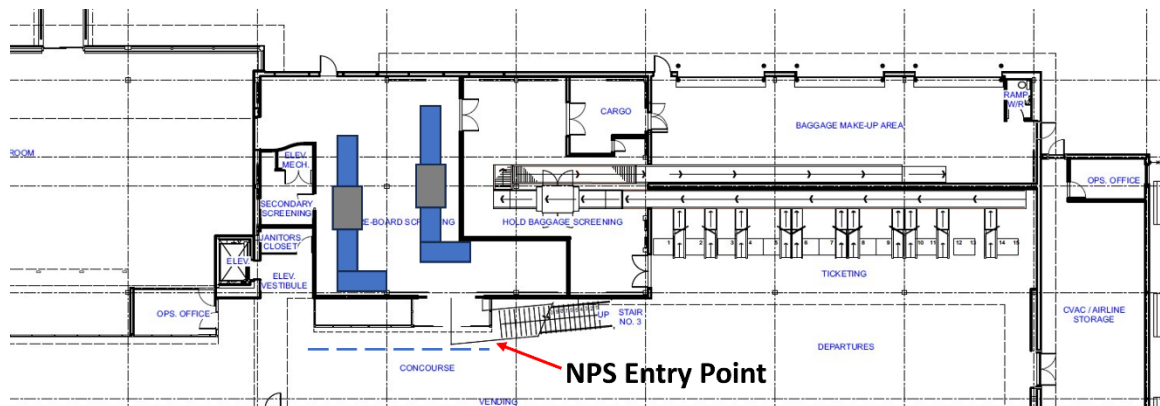


Diagram A

2. All non-passengers must remain respectful of the screening officers. If there is a disagreement with the screeners the concern is to be directed to the Paladin on-duty Service Delivery Manager (SDM).
3. All non-passengers are to remove bulky clothing and place them, along with personal items, in the trays provided; these items will go through the x-ray machines. When directed by CATSA screeners, non-passengers will then proceed through the walk-through metal detectors. The screening process will allow tools of the trade for non-passengers.
4. CATSA will conduct an Explosive Detection Trace (EDT) on all non-passengers, every time they are screened after they have passed through the metal detector. EDT cloths are not changed for each person, but a new cloth may be requested at any time. The screening staff will not offer this unless asked by the staff member.
5. Oversize items (car seats, strollers and other bulky items) not permitted on, or too large for, the Hold Baggage Screening (HBS) belt are to be screened by the HBS staff as per normal procedures (at the rear HBS table). The airline Customer Service Agents (CSAs) will have a CATSA employee open the cargo room door so that the item can be pushed through the door into the cargo room. The baggage handler will be notified of the cargo when it is moved into the cargo room.

Note-items can be pushed through the cargo room door, but personnel must not enter or exit the cargo room through this door.
6. Cargo that has arrived in Comox will require that a CATSA staff member opens the cargo door so that a baggage handler can push the cargo through the door into HBS.

Note-items can be pushed through the cargo room door, but personnel must not enter or exit the cargo room through this door.

7. Wheelchairs will need to be screened at PBS, and consideration should be made to stage these to avoid busy periods at PBS.
8. Café staff will be required to access the hold room through PBS. All café staff will be screened, and food items will be inspected. The stock keeping paperwork will be held by the café staff and placed in the café in the hold room.
9. Should you have any concerns with this policy please contact the Airport Operations Manager.

A handwritten signature in black ink, appearing to read 'A. Robertson', with a long horizontal flourish extending to the right.

Alex Robertson
Operations Manager
Comox Valley Airport
250-218-3582

Distribution List:

CVAC CEO
CVAC Maintenance Staff
CVAC Operations Staff
Air Canada Jazz Station Manager
Executive Aviation Station Manager
Pacific Coastal Station Manager
Paladin Manager
North Island Aviation
On the Fly Café
DND AMU Staff