



TRUCKEE TAHOE AIRPORT DISTRICT

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DIRECTORS

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RICK STEPHENS

September 15, 2022

Dear Truckee Tahoe Airport Community,

Effective October 1, 2022, Vector Airport Systems ("Vector") will assume the billing and accounts receivable of both landing and overnight parking fees of transient aircraft on behalf of the Truckee Tahoe Airport ("KTRK").

"Landing fees" is a commonly used term that refers to aircraft operating fees. Landing fees for KTRK will be charged using the time of arrival and FAA certified MTOW. The same MTOW metric is used for determining Overnight fees. Vector will assess and bill fees in accordance with the Airport's established landing and overnight parking fees. More information can be found at <https://truckeetahoeairport.com/aviation/landing-fees>.

Vector mails a monthly invoice to an aircraft's registered owner or management company after the conclusion of each month, typically no later than the 11th business day of the following month. A self-service web portal is offered by Vector for convenient online bill payments and account management at <https://payment.planepass.com>.

Vector's self-service web portal* allows operators to:

- 1) Update contact information, including email or postal mail addresses
- 2) View Vector client airport fee structures
- 3) Process credit card payments
- 4) Enroll in electronic invoicing
- 5) View account history
- 6) Request copies of invoices via email or download invoices to Excel

**The portal login is based on your Vector invoice number and Vector operator ID.*

For billing concerns, please contact Vector's billing service ("Plane Pass") team at:

billing@vector-us.com or (888) 588-0028 Opt. 01 or Ext. 700

Vector's office hours are M-F, 9am - 5pm ET with most US federal holidays observed as well as the Friday after U.S. Thanksgiving and Christmas Eve.

If you have any questions, please contact Truckee Tahoe Airport's Administration Office staff at kelly.woo@truckeetahoeairport.com. The Truckee Tahoe Airport District's website has further details concerning the landing and overnight fees billed to transient aircraft at <https://truckeetahoeairport.com/aviation/landing-fees>.

Sincerely,

Robb P. Etnyre
General Manager