



AUTHORIZATION TO BILL LETTER

8/1/2024

Dear Mission Field Airport Community,

Effective September 1, 2024, Vector Airport Systems (“Vector”) assumed the billing and collection of landing fees on behalf of Mission Field Airport (“KLVM”). For all operations occurring until midnight on August 31, 2024, Mission Field Airport will bill and continue to collect landing fees on behalf of the City/County Joint Airport Board.

“Landing fees” is a commonly used term that refers to aircraft operating fees. **Landing fees for KLVM are currently charged using the time of arrival. Please be aware that touch-and-go operations are considered arrivals and thus are billed.**

Vector will assess and bill fees in accordance with the Airport’s established Landing Fee schedule located at: “KLVM” Mission Field <https://www.parkcounty.org/Government-Departments/Airports>. Please note that landing fees are calculated using the aircraft’s FAA-certified MTOW.

Vector transmits a monthly invoice to an aircraft’s registered owner or management company after the conclusion of each month. Vector offers a self-service web portal for convenient online bill payments and account management at <https://payment.planepass.com>

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

- 1) Make credit card payments
- 2) Update account information including email and postal mail addresses
- 3) View Authorization to Bill letters and W9
- 4) Enroll in electronic invoicing
- 5) View account history
- 6) View and download invoices to .csv files for use in MS Excel

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

For billing questions or concerns, please contact Vector’s PLANE PASS® billing service team at billing@vector-us.com or (888) 588-0028 Opt. 01 or Ext. 700.

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

The Airport’s Administration Office staff may also be reached airports@parkcounty.org. As noted above, Mission Field Airport’s website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

Clint Tinsley - Park County Commissioner