



Authorization to Bill Letter

11/5/2024

Dear Watertown Regional Airport Community,

Effective December 1, 2024, Vector Airport Systems ("Vector") assumed the billing and collection of landing fees on behalf of Watertown Regional Airport ("KATY").

"Landing fees" is a commonly used term that refers to aircraft operating fees. **Landing fees for KATY are currently charged using the time of arrival.**

Vector will assess and bill fees in accordance with the Airport's established Landing Fee schedule located at: <https://www.watertownsd.us/171/Airport> Please note that landing fees are calculated using the aircraft's FAA-certified MLW.

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 PLANEPASS® 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 airport@watertownsd.us As noted above, Water Regional Airport's website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

Jan Meriwether-Chalfant

Airport Manager