



03/22/2024

Dear Skypark Airport Community,

Effective April 1, 2024, Vector Airport Systems (“Vector”) assumed the billing and collection of landing fees on behalf of Skypark Airport (“KBTF”).

“Landing fees” is a commonly used term that refers to aircraft operating fees. **Landing fees for KBTF 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.skyparkutah.com/airport-information> 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 W9s
- 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 skyparkairportfbo@gmail.com As noted above, Skypark Airport’s website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dawn [unclear]'. The signature is written in a cursive style.

Skypark Airport Management

