



AUTHORIZATION TO BILL GENERAL AVIATION LANDING FEES

September 19, 2022

Dear Tallahassee International Airport Users:

Effective October 1, 2021, the Tallahassee International Airport (“TLH”) authorized Vector Airport Systems, LLC (“Vector”) to begin managing the billing and accounts receivable of General Aviation (“GA”) Landing Fees for fixed-wing aircraft on behalf of the Airport. In addition, effective October 1, 2022, TLH has authorized Vector to begin managing the billing and accounts receivable of GA Landing Fees for rotary-wing aircraft on behalf of the Airport.

“Landing Fees” is a commonly used term that refers to aircraft operating fees. **Landing Fees for TLH are currently charged using the time of arrival.** Vector will assess and bill these fees in accordance with the Airport’s established Landing Fees located at: [https://www.tal.gov.com/Uploads/Public/Documents/airport/fixed-wing-Landing-fee-policy.pdf](https://www.tal.gov.com/Uploads/Public/Documents/airport/airport/airport/fixed-wing-Landing-fee-policy.pdf). Please note that landing fees are calculated using the aircraft’s Federal Aviation Administration (“FAA”) certified Maximum Landing Weight (“MLW”).

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 month. A self-service web portal is offered by Vector for convenient online bill payments and account management: <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 most of Vector’s airports’ fee structures, Authorization to Bill letters, and W-9 forms
- 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 concerns, please contact Vector's billing service ("PlanePass") 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.*

If you have any questions, please feel free to contact us at TallahasseeInternational@talgov.com. The Airport's website has further details concerning the landing fees and can be found by visiting:

<https://www.talgov.com/Uploads/Public/Documents/airport/fixed-wing-Landing-fee-policy.pdf>

<https://www.talgov.com/Uploads/Public/Documents/airport/helicopter-landing-fee-policy.pdf>

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Pollard', with a stylized flourish at the end.

David J. Pollard, C.M.
Director of Aviation