



A Tradition of Stewardship  
A Commitment to Service

Department of Public Works  
Napa County Airport

2030 Airport Road  
Napa, CA 94558  
www.napacountyairport.org  
Main: (707) 253-4300  
Fax: (707) 253-4330

Steven E. Lederer  
Director

November 1, 2022

## NOTICE

### **AIRCRAFT LANDING & TRANSIENT PARKING FEES BILLING AND PAYMENTS**

Dear Napa County Airport Aircraft Community:

On March 1, 2018, Napa County Airport ("KAPC") transitioned to using PlanePass™ for all landing and transient parking fees. PlanePass™ is a purpose-built aircraft billing solution from Vector Airport Systems ("Vector") for billing and accounts receivable management. Vector's PlanePass™ team bills and manages all payments for KAPC's landing and parking fees. Accompanying this notice is the official "Authorization to Bill" letter. Please note that, currently, PlanePass™ applies to landing and transient parking fees and not any other fees issued by the Airport. **Payments for landing fees made at the Airport or to the Airport will not be accepted. To streamline your account and prevent any bookkeeping delays or discrepancies, please make sure to pay all parking and landing fees directly to Vector.**

"Landing fees" is a commonly used term that refers to aircraft operating fees. **"Landing fees" for KAPC are currently charged using the time of departure. Please be aware that touch-and-gos are considered departures, and thus are billed landing fees.** Landing fees are calculated using the aircraft's FAA certified MLW, while transient parking fees are calculated using the aircraft's FAA certified MTOW.

Vector mails a monthly invoice to an aircraft's registered owner or management company after the conclusion of each month, typically around the 7<sup>th</sup> business day of the month and no later than the 11<sup>th</sup> business day of the month.

**For more information on making payments and to update your billing contact information**, please visit Vector's self-service portal at <https://payment.planepass.com>. If you need to contact Vector, please use [billing@vector-us.com](mailto:billing@vector-us.com) or call 1-888-588-0028 x700 or Opt 01. Vector has an in-house, US based customer service staff who are always available Monday through Friday, 9am EST to 5pm EST, excluding most US federal holidays, the Friday after US Thanksgiving and Christmas Eve.

Please do not hesitate to contact the Airport Administration office [InfoAirport@countyofnapa.org](mailto:InfoAirport@countyofnapa.org) or at (707) 253-4300, should you have any questions regarding this Notice.

Sincerely,

A handwritten signature in blue ink that reads "Mark Witsoe".

Mark Witsoe

Airport Manager

