



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

Dear Napa County Airport Community,

On March 1, 2018, Vector Airport Systems ("Vector") assumed the billing and accounts receivable of landing and transient parking fees on behalf of Napa County Airport ("KAPC").

"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 will assess and bill fees in accordance with the Airport's established Landing Fees located at: <https://www.countyofnapa.org/1010/Landing-Parking-Fees>

**To streamline your account and avoid bookkeeping delays, please make sure to pay parking fees directly to Vector. This is in addition to landing fee payments.**

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 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 concerns, please contact Vector's billing service ("PlanePass") team at:

- [billing@vector-us.com](mailto: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 contact Napa County Airport's Administration Office staff at (707) 253-4300 or [InfoAirport@countyofnapa.org](mailto:InfoAirport@countyofnapa.org). As shared above on the second paragraph, Napa County Airport's website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

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

Mark Witsoe

Airport Manager

