

August 14, 2024

### Authorization to Bill Letter

Dear Cincinnati Municipal Airport - Lunken Field Community,

Effective September 1, 2024, Vector Airport Systems (“Vector”) assumed the billing and collection of landing and aircraft parking fees on behalf of Cincinnati Municipal Airport - Lunken Field (“KLUK”). For all operations occurring until midnight on August 31, 2024, Cincinnati Municipal Airport - Lunken Field will bill and continue to collect landing fees.

“Landing fees” is a commonly used term that refers to aircraft operating fees. **Landing fees for KLUK 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://library.municode.com/oh/cincinnati/codes/code\\_of\\_ordinances?nodetd=TITIVPUUT\\_CH402\\_AI\\_S402-24LUAIUSFE](https://library.municode.com/oh/cincinnati/codes/code_of_ordinances?nodetd=TITIVPUUT_CH402_AI_S402-24LUAIUSFE). 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 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](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.

The Airport’s Administration Office staff may also be reached [#dote-aviation@cincinnati-oh.gov](mailto:#dote-aviation@cincinnati-oh.gov). As noted above, Cincinnati Municipal Airport - Lunken Field’s website has further details concerning fees charged by Vector as authorized by the Airport.

Regards,



**Jaime Edrosa**

Division Manager, Cincinnati Municipal Airport- Lunken Field