



# **POLICY NOTICE**

## **GENERAL AVIATION FIXED-WING AIRCRAFT LANDING FEES**

### **Effective Date**

Effective October 1, 2021, the Tallahassee International Airport (“TLH”) authorized Vector Airport Systems, LLC (“Vector”) to manage the billing and accounts receivable for General Aviation (“GA”) Landing Fees for fixed-wing aircraft on behalf of the Airport. “Landing Fees” is a commonly used term that refers to aircraft operating fees.

### **Rate**

GA Landing Fees for fixed-wing aircraft will be assessed at the time of arrival and billed by Vector at the following rate for FY 2023:

- **Landing Fee = \$4.12 per 1,000 pounds Maximum Certificated Landed Weight (“MLW”)**

*\*This rate is subject to change on an annual basis.*

### **Exemptions**

The Airport will waive Landing Fees (not fuel flowage fees\*) for GA fixed-wing aircraft meeting any of the following criteria:

- Based aircraft\*\*
- GA transient aircraft weighing less than 6,000 pounds MLW
- Government-owned aircraft registered as owned by the government according to the Federal Aviation Administration (“FAA”) Registry:
  - Federal, State of Florida, and Leon County aircraft
  - Military aircraft

\*Fuel flowage fees are paid to the FBO/Million Air Tallahassee (not to Vector).

\*\*According to the FAA, a “based aircraft” is defined as an aircraft that is operational and airworthy, which is typically based on the airport for a majority of the year. A based aircraft meets the following four criteria:

- Has an agreement with the airport for storage;
- Spends greater than six months at the airport;
- Is operational (capable of performing takeoffs and landings); and
- Is airworthy (has a valid/current FAA airworthiness certificate).

## Billing & Payment Information

### Payment Options:

- **Credit Cards Accepted:** American Express, Visa, MasterCard, and Discover are acceptable forms of payment. There is a service provider processing fee of 3% of the total amount paid.
- **Checks:** Mail checks to the remittance address shown in the upper left corner of any Vector invoice. Checks MUST include the Invoice Number or Operator ID.
- **ACH/Wire Payments:** Please email [billing@vector-us.com](mailto:billing@vector-us.com) for banking details. Remittance information should also be sent to this email address.
- **Cash is not accepted, nor can cash or check be paid directly to TLH.**

## Payments & Account Management

### Vector Customer Portal (Website):

The Vector Customer Portal is a self-service payment portal that allows aircraft operators to manage their accounts. This website may be accessed by visiting: <https://payment.planepass.com/en-US/CustomerPortalLogin.aspx>

### Account Management Features:

- 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.*

## Contact Vector

For payment or billing inquiries, please contact Vector at (888) 588-0028 Option 1 or X700 or by email at [billing@vector-us.com](mailto:billing@vector-us.com). Vector's office hours are Monday through Friday 9AM to 5PM ET, with most federal holidays observed as well as Christmas Eve and the Friday after U.S. Thanksgiving.

## Authorization to Bill

To view Vector's Authorization to Bill, please visit this link:

<https://www.talgov.com/Uploads/Public/Documents/airport/vector-authorization-bill.pdf>