

July 24, 2025

NOTIFICATION

AIRCRAFT LANDING FEE BILLING AND PAYMENTS CHANGE

Dear Paine Field Airport Aircraft Community:

On August 1, 2025, Paine Field Airport (“KPAE”) will transition to using PLANEPASS® for landing fees. PLANEPASS® is a purpose-built aircraft billing solution from Vector Airport Systems (“Vector”) for billing and accounts receivable management. Vector’s PLANEPASS® team will bill and manage all payments for KPAE’s landing fees incurred August 1, 2025, and thereafter. Accompanying this notice is the official “Authorization to Bill” letter. Please note that, currently, PLANEPASS® applies to landing fees and not any other fees issued by the Airport. Upon implementation of PLANEPASS®, payments for landing fees made at the Airport or to the Airport will not be accepted.

“Landing Fees” is a commonly used term that refers to aircraft operating fees. **“Landing fees” for KPAE are currently charged using the time of arrival.**

Vector will send invoice(s) in September for August’s billable landing fee activities and all billable activities thereafter to the **aircraft’s operator or management company.**

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 or call 1-888-588-0028 Option 1. Vector has an in-house, US based customer service staff who are available Monday through Friday, 9:00 a.m. – 5:00 p.m. EST, excluding most US federal holidays.

Please do not hesitate to contact the Airport Administration office, if you should have any questions regarding this Notice. You may email us at sar-receivables2@co.snohomish.wa.us or phone at 425-388-5125.

Sincerely,

Nickolis A. Landgraff, CM
Airport Business Manager - KPAE