COEUR D'ALENE
A I R P O R T

June 1, 2022

NOTICE
AIRCRAFT LANDING FEE BILLING AND PAYMENTS CHANGE

Dear **Coeur D'Alene** Aircraft Community:

On June 1, 2022, Coeur D'Alene Airport (KCOE) will transition to using PlanePass™ for all 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 KCOE's landing fees incurred June 1, 2022 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. 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 KCOE are currently charged using the time of arrival.**

Vector will send invoice(s) in July for June 2022 billable landing fee activities and all billable activities thereafter to the **aircraft's operator or management company**. Vector will issue invoices no later than the 11th business day of the following month for the previous month's activities.

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 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 Coeur D'Alene Airport at the Airport Administration office kcair@kcgov.us or at (208) 446-1860 option 4 should you have any questions regarding this Notice.

 Sincerely,

Steven Kjergaard
Airport Director