King County
International Airport
Boeing Field

Department of Executive Services
7277 Perimeter Road South, Suite 200
Seattle, WA 98108-3844
206-296-7380
www.kingcounty.gov/airport

April 15, 2022

Dear King County International Airport/Boeing Field Users,

Effective May 1, 2022, Vector Airport Systems ("Vector") will assume the billing and accounts receivable of landing fees on behalf of King County International Airport/Boeing Field (BFI).

"Landing fees" is a commonly used term that refers to aircraft operating fees. **"Landing fees" for BFI are currently charged using the time of arrival.** Vector will assess and bill these fees in accordance with the established landing fees located at King County Code (KCC) Section[1] 4A.700.870 and KCC Section 15.64.020[2]. Please note that landing fees are calculated using the aircraft's FAA certified MLW.

Vector will mail 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://myaccount.vector-us.com

Vector's self-service web portal* allows operators to:

1) Update contact information, including email or postal mail addresses,
2) Process credit card payments,
3) Enroll in electronic invoicing,
4) View account history, and
5) Request copies of invoices via email or download invoices to Excel.

*The portal login is based on your Vector invoice number and Vector operator ID. If the Airport is in their first month of billing through Vector and thus no invoice has yet been generated, you can update your contact information by emailing or calling Vector.

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[1] https://aqua.kingcounty.gov/council/clerk/code/07_Title_4A.htm
[2] https://aqua.kingcounty.gov/council/clerk/code/18_Title_15.htm

For billing concerns or issues accessing Vector's self-service customer portal, please contact Vector's billing service team at: billing@vector-us.com or (888) 588-0028 Opt. 01 or X 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 BFI's Finance Office staff by e-mail at BFI.AR@kingcounty.gov or by phone at (206) 477-2908. The BFI website has further details concerning the landing fees and can be found by going here: Fees and rates - King County International Airport/Boeing Field (BFI)[3]

Sincerely,

DocuSigned by:

John E. Parrott

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John Parrott, AAE
Airport Division Director
(206) 263-3489

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[3] https://kingcounty.gov/services/airport/info-tenants/fees-rates.aspx

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NOTICE

AIRCRAFT LANDING FEE BILLING AND PAYMENTS CHANGE

Dear King County International Airport/Boeing Field Community:

On May 1, 2022, King County International Airport/Boeing Field ("BFI") 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 BFI's landing fees incurred May 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 BFI are currently charged using the time of arrival.**

Vector will be sending invoice(s) in June for May 2022's 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://myaccount.vector-us.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 the Accounts Receivable Specialist at the Airport Finance office at BFI.AR@kingcounty.gov or at (206) 477-2908 should you have any questions regarding this Notice.

Sincerely,

DocuSigned by:

John E. Parrott

C960EDC186BA40F...

John Parrott

Airport Division Director

(206) 263-3489