



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 2025:

- **Landing Fee = \$4.67 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 Law Enforcement Agency aircraft
 - Military aircraft

*Fuel flowage fees are paid to the applicable FBO/Aero Center Tallahassee or 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 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. 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>