February 13, 2023,

Dear Eugene F. Kranz Toledo Express Airport Community,

On Vector Airport Systems ("Vector") will assume the billing and accounts receivable of General Aviation landing fees on behalf of Eugene F. Kranz Toledo Express Airport ("KTOL").  For all operations up until midnight on February 28, 2023, Eugene F. Kranz Toledo Express Airport will bill and continue to collect landing fees for general aviation flight activity.

"Landing fees" is a commonly used term that refers to aircraft operating fees. **"Landing fees" for KTOL are currently charged using the time of arrival.** Please be aware that touch-and-goes are considered arrivals and thus are billed.

Vector will assess and bill fees in accordance with the Airport's established Landing Fees located at:

TOL LEASING POLICY & RATES AND CHARGES (toledoexpress.com)

Please note that landing fees are calculated using the aircraft's FAA certified MLW.

Vector mails 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://payment.planepass.com

> **Vector's self-service web portal\* allows operators to:**
>
> **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 W9s
> **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.*

For billing concerns, please contact Vector's billing service ("PlanePass") team at:  billing@vector-us.com or (888) 588-0028 Opt. 01 or x700

- *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 Eugene F. Kranz Toledo Express Airport's Administration Office staff at contactus@toledoport.org. As shared above on the second paragraph, Eugene F. Kranz Toledo Express Airport's website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

Timothy O'Donnell

Airport Director