August 1, 2022

Dear Battle Creek Executive Airport Community,

Effective July 1, 2020 Vector Airport Systems ("Vector") assumed the billing and accounts receivable of landing fees on behalf of Battle Creek Executive Airport (KBTL).

"Landing fees" is a commonly used term that refers to aircraft operating fees. **"Landing fees" for KBTL are currently charged using the time of departure.** Vector will assess and bill fees in accordance with the Airport's established Landing Fees located at: https://flybtl.com/pilot-information/. Please note that landing fees are calculated using the aircraft's FAA certified MLW.

As a reminder, Vector is an automated system that collects aircraft landing data. Aircraft identifying information will be captured by cameras on the airfield and applied to any applicable fees for KBTL.

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:**
>
> o **1)** Update contact information, including email or postal mail addresses,
> o **2)** Process credit card payments,
> o **3)** Enroll in electronic invoicing,
> o **4)** View account history, and
> o **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.*

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 Battle Creek Executive Airport's Administration Office staff at Plseume@battlecreekmi.gov. The Battle Creek Executive Airport's website has further details concerning the landing fee and can be found by going here: https://flybtl.com/pilot-information/

Sincerely,

Phil Kroll

Phil Kroll, Aviation Director