December 21, 2023

<u>NOTICE</u>
AIRCRAFT LANDING FEE BILLING AND PAYMENTS CHANGE

Dear Torrance Municipal Airport – Zamperini Field Aircraft Community,

On February 1, 2024, Torrance Municipal Airport – Zamperini Field 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 KTOA's landing fees incurred February 1, 2024, 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. Upon implementation of PLANEPASS®, 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 KTOA are currently charged using the time of arrival.** <u>Please be aware that touch-and-go operations are considered arrivals and thus are billed</u>.

Vector will send invoice(s) in March for February's billable landing fee activities and all billable activities thereafter to the **aircraft's operator or management company**.

<u>For more information on making payments and to update your billing contact information,</u> 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 Gerry Pinela at the Airport Administration office Airportadminstaff@TorranceCA.Gov or at (310) 784-7900 should you have any questions regarding this Notice.

Sincerely,

Gerry Pinela
Facilities Operations Manager