

September 6, 2023

Dear Warrenton-Astoria Regional Airport Aircraft Operator Community,

Effective October 1, 2023, Vector Airport Systems (“Vector”) will manage the billing and collection of landing fees on behalf of Warrenton-Astoria Regional Airport (“KAST”). For all operations occurring until midnight on September 30, 2023, Warrenton-Astoria Regional Airport will bill and continue to collect landing fees.

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

Vector will assess and bill fees in accordance with the Airport’s established Landing Fee schedule located at: [www.portofastoria.com/Pilot Information](http://www.portofastoria.com/Pilot%20Information). Please note that landing fees are calculated using the aircraft’s FAA-certified MTOW.

Vector transmits a monthly invoice to an aircraft’s registered owner or management company after the conclusion of each month. Vector offers a self-service web portal for convenient online bill payments and account management at <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 questions or concerns, please contact Vector’s PLANEPASS® billing service team at [billing@vector-us.com](mailto:billing@vector-us.com) or (888) 588-0028 Opt. 01 or Ext. 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.*

The Airport’s Administration Office staff may also be reached at [flight@portofastoria.com](mailto:flight@portofastoria.com) As noted above, KAST’s website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,



Matt McGrath  
Port of Astoria, Deputy Director