



King County

Department of Executive Services
King County International Airport-Boeing Field

June 1, 2022

Dear BFI Aircraft Operators:

On June 1, 2022, King County International Airport-Boeing Field (BFI) transitioned to using PlanePass, a purpose-built aircraft billing solution from Vector Airport Systems ("Vector"). In addition, the airport has also moved to Oracle Accounts Receivable (AR) for all other invoicing and billing. Vector's PlanePass team will manage all billing and payments for BFI's landing fees incurred May 1, 2022 and thereafter. Attached to this letter is the official "Designation to Bill" letter from the Airport for Vector. It will also be available online at kingcounty.gov/airport/payments.

The Airport's Finance section has managed aircraft fee billings and payments up to this point through a tool called Point and Pay. Payment for any landing fee activities that took place before May 1, 2022 should be made to Airport Finance or through Point and Pay.

Vector will be sending invoice(s) for May landing fee activities and all billable activities thereafter to the aircraft's operator or management company. Vector issues invoices by the 10th of the following month for the previous month's activities. To confirm payor name, address, email, and phone number, please email Vector at billing@vector-us.com or call Vector at 888-588-0028 x700 or option 01.

Vector has an in-house, U.S.-based customer service staff that is always available Monday through Friday, 9 a.m. to 5 p.m. Eastern time (6 a.m. to 2 p.m. Pacific time), excluding most federal holidays, the Friday after Thanksgiving, and after noon Eastern (9 a.m. Pacific) on Christmas Eve. For more information on making payments, please visit Vector's self-service portal at payment.planepass.com. Cash payments are no longer accepted at BFI for landing fee billable activities.

If you have questions about this change, please contact BFI's Airport Finance team at BFI.AR@kingcounty.gov.

Sincerely,

John Parrott
Director
King County International Airport-Boeing Field