



Authorization to Bill Letter

June 25, 2026

Dear Kenai Municipal Airport Community,

Effective July 1, 2026, Vector Airport Systems (“Vector”) assumed the billing and collection of landing fees on behalf of Kenai Municipal Airport (“PAEN”). For all operations occurring until midnight on June 30, 2026, Kenai Municipal Airport (PAEN) will bill and continue to collect landing fees.

“Landing fees” is a commonly used term that refers to aircraft operating fees. **Landing fees for PAEN are currently charged using the time of arrival.**

Vector will assess and bill fees in accordance with the Airport’s established Landing Fee schedule located at: <https://www.kenai.city/airport/page/city-kenai-airport-fees>. Please note that landing fees are calculated using the aircraft’s FAA-certified MLW.

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://operator.planepass.com>

Vector’s self-service web portal allows operators to:

- 1) Make credit card, ACH, and eCheck payments
- 2) Update account information including email and postal mail addresses
- 3) View airport fee structures, Authorization to Bill letters, and W9
- 4) Enroll in electronic invoicing
- 5) View account history

For billing questions or concerns, please contact Vector’s PLANEPASS® billing service team at billing@vector-us.com or (888) 588-0028 Opt. 01.

- *Vector’s office hours are M-F, 9am ET – 7pm ET with most US federal holidays observed*

The Airport’s Administration Office staff may also be reached jsemmens@kenai.city. As noted above, Kenai Municipal Airport’s website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

Julie Semmens

Airport Administration