



## Authorization to Bill Letter

May 22, 2024

Dear Midland International Air & Space Port and Midland Airpark Community,

Effective June 1, 2024, Vector Airport Systems (“Vector”) assumed the billing and collection of Landing Fees on behalf of Midland International Air & Space Port (MAF) and Midland Airpark (MDD). Landing Fees for MAF and MDD are currently charged using the time of arrival. “Touch-and-go” operations are not considered “arrivals” for purposes of assessing Landing Fees; Landing Fees will not be assessed for such operations.

Vector will assess and bill Landing Fees in accordance with the City of Midland’s Department of Airports Landing Fees located at: <https://www.flymaf.com/144/MAF-Specifics#:~:text=Landing%20Fee%20for%20Non%2DTenant,as%20defined%20by%20the%20FAA>  
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 managing entity after the conclusion of each monthly billing cycle. Vector offers a self-service web portal for convenient online payments and account management at <https://payment.planepass.com>. Vector’s self-service web portal\* allows aircraft operators to:

- 1) Update contact information, including email or postal mail addresses
- 2) Process credit card payments
- 3) Enroll in electronic invoicing
- 4) View account history
- 5) Request copies of invoices via email or download Excel-formatted invoices

*\*The portal login is based on 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 Option 01 or x700.

- o *Vector’s office hours are M-F, 9am ET – 5pm ET with most federal holidays observed as well as the Friday after Thanksgiving and Christmas Eve.*

The City of Midland’s Department of Airports Administration Office may also be reached at [AirportAdministration@midlandtexas.gov](mailto:AirportAdministration@midlandtexas.gov) and 432-560-2200.

Sincerely,

Justine Ruff  
Director of Airports