



Celebrating **100** years serving Clallam County

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**Board of Commissioners**  
Steven Burke, President  
Colleen McAleer, Vice President  
Connie Beauvais, Secretary  
**Executive Director**  
Paul Jarkiewicz

13 February 2025

Dear William R. Fairchild International Airport Community,

Effective November 1, 2023, landing and aircraft parking fees are managed by Vector Airport Systems via their PLANEPASS® service on behalf of the airport.

If applicable, any fees charged by FBO(s) are separate from the fees billed and collected by Vector.

***Touch and Go operations are exempt from landing fees.***

Vector sends a monthly invoice to an aircraft's responsible party after the conclusion of each month.

Vector's PLANEPASS® service provides an Operator Self-Service Portal located at: <https://payment.planepass.com/> that allows operations to do the following:

- 1) Update contact information
- 2) View current invoices, download invoices to Excel
- 3) View account history
- 4) Enroll in electronic invoicing
- 5) Process credit card payments

To log into the portal, please use the operator ID and invoice number shown on the Vector invoice. If you have not previously received an invoice from Vector, please contact our PLANEPASS® team to set up an account.

Credit Cards Accepted: AVCARD, American Express, Visa, MasterCard, and Discover are accepted. There is a service provider processing fee of 3% of the total amount paid.

Checks can be mailed to the remittance address shown in the upper left corner of any Vector invoice and must include the Invoice Number or Operator ID. Since Vector handles the billing for multiple airports, please make sure your payment is mailed to the airport payment address shown on the invoice.

ACH/Wire Payments – Please email [billing@vector-us.com](mailto:billing@vector-us.com) to get banking details. Remittance information should also be sent to this email address.

**Contact PLANEPASS®**

[1-888-588-0028](tel:1-888-588-0028) (Option 1)

[billing@vector-us.com](mailto:billing@vector-us.com)

Office hours: Monday through Friday, 9 am to 5 pm EST

View Vector's Authorization to Bill Letter: <https://portofpa.com/wp-content/uploads/2024/08/KCLM-Authorization-to-Bill-Lettercm002.jpg>

Sincerely,

J. Alton

Airport Manager

**WE BRING PEOPLE, RESOURCES AND INDUSTRY TOGETHER TO FOSTER LIVING WAGE JOBS**

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