



## NOTICE

Ogden Regional Airport (OGD)  
3909 Airport Road  
Ogden, Utah 84405

July 18, 2023

### **AIRCRAFT LANDING FEE BILLING AND PAYMENTS CHANGE**

Dear Ogden Regional Airport (OGD) - Aircraft Operator Community:

On August 1, 2023, Ogden Regional Airport ("KOGD") will transition to using PLANEPASS® for all landing fees. PLANEPASS® is a purpose-built aircraft billing solution from Vector Airport Systems ("Vector") for billing and accounts receivable management. Vector's PLANEPASS® team will bill and manage all payments for KOGD's landing fees incurred August 1, 2023, and thereafter. Accompanying this notice is the official "Authorization to Bill" letter. Please note that, currently, PLANEPASS® applies to landing fees and not any other fees issued by the Airport. Payments for landing fees made at the Airport or to the Airport will not be accepted.

"Landing Fees" is a commonly used term that refers to aircraft operating fees. **"Landing fees" for KOGD are currently charged using the time of arrival. Please be aware that touch-and-go's are considered arrivals and thus are billed.**

Vector will send invoice(s) in September for August's billable landing fee activities and all billable activities thereafter to the **aircraft's operator or management company**. Vector will issue invoices no later than the 11th business day of the following month for the previous month's activities.

For more information on making payments and to update your billing contact information, please visit Vector's self-service portal at <https://payment.planepass.com>. If you need to contact Vector, please use [billing@vector-us.com](mailto:billing@vector-us.com) or call 1-888-588-0028 x700 or Option 01. Vector has an in-house, US based customer service staff who are always available Monday to Friday, 9am EST to 5pm EST, excluding most US federal holidays, the Friday after US Thanksgiving & Christmas Eve.

Please do not hesitate to contact the OGD Airport Manager, Bryant Garrett, AAE at the Airport Administration office [bryantgarrett@ogdencity.com](mailto:bryantgarrett@ogdencity.com) or at 801-629-8223 should you have any questions regarding this Notice.

Sincerely,

Bryant Garrett-Manager  
Ogden Regional Airport (OGD)