

Waco Regional Airport



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(254) 750-8655
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September 8, 2023

Dear Waco Regional Airport Aircraft Operator Community,

Effective October 1, 2023, Vector Airport Systems (“Vector”) will manage the billing and collection of general aviation landing fees, air stairs fees, and passenger bridge fees on behalf of Waco Regional Airport (“KACT”). For all operations up until midnight on September 30, 2023, Waco Regional Airport will bill and continue to collect those fees.

“Landing fees” is a commonly used term that refers to aircraft operating fees. **“Landing fees” for KACT 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.waco-texas.com/files/sharedassets/public/v/5/departments/airport/documents/airport-fee-schedule.pdf>

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:

<https://payment.planepass.com>

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

- 1) Make credit card payments
- 2) Update account information including email and postal mail addresses
- 3) View most of Vector’s airports’ fee structures, Authorization to Bill letters, and W9s
- 4) Enroll in electronic invoicing
- 5) View account history
- 6) View and download invoices to csv files for use in MS Excel

**The portal login is based on your Vector invoice number and Vector operator ID.*

For billing questions and concerns, please contact Vector’s PLANEPASS® billing service team at billing@vector-us.com or (888) 588-0028 Opt. 01 or Ext. 700.

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

The Airport’s Administration Office staff may also be reached selenah@wacotx.gov. As noted above, KACT’s website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

Joel C. Martinez

Joel C. Martinez
Director of Aviation
Waco Regional Airport