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## NOTICE:

### Aircraft Landing Fee Billing and Payments Change

Dear SBD Aircraft Operators,

On April 01, 2021 San Bernardino International Airport ("SBD") will transition to using PlanePass™, a purpose-built aircraft billing solution from Vector Airport Systems ("Vector"). Vector's PlanePass team will manage all billing and payments for SBD's landing fees incurred April 01, 2021 and thereafter. Attached to this email is the official "Designation to Bill" letter from the Airport for Vector.

Luxivair SBD and Airport Operations have managed aircraft fee billings and payments up to this point. The process-automation, tools and billing/aircraft operations data provided by Vector will give all the staff at SBD more time to focus on benefits to our aircraft operators and community. **Payment for any landing fees activities that took place before April 01, 2021 must be made to Luxivair or Airport Operations.**

Vector will be sending invoice(s) for April landing fee activities and all billable activities thereafter to the **aircraft's operator or management company**. In the past, some tenants at SBD have billed the operators for landings, this will no longer be an option as the operator will be billed directly by Vector. Vector issues invoices by the 10th of the following month for the previous month's activities. To confirm payor name, address, email, and phone number, please email Vector at [billing@vector-us.com](mailto:billing@vector-us.com) or call them at 888-588-0028 x700 or option 01.

Vector has an in-house, US-based customer service staff who are always available Monday through Friday, 9am EST to 5pm EST, excluding most federal holidays, the Friday after Thanksgiving, and after 12pm EST on Christmas Eve. **For more information on making payments, please visit Vector's self-service portal at [myaccount.vector-us.com](https://myaccount.vector-us.com).** Cash payments are no longer accepted at SBD for landing fee billable activities that take place April 01, 2021 or thereafter.

Sincerely,

Nikolas Persson

3/18/2021

SBD International Airport - Aircraft Landing Fee Billing and Payments Change

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