



September 19, 2023

Dear Westfield-Barnes Regional Airport Transient Operator Community,

Effective October 1, 2023, Vector Airport Systems (“Vector”) will manage the billing and collection of landing fees on behalf of Westfield-Barnes Regional Airport (“KBAF”). For all operations up until midnight on September 30, 2023, Westfield-Barnes Regional Airport will bill and continue to collect landing fees. “Landing fees” is a commonly used term that refers to aircraft operating fees. **“Landing fees” for KBAF 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.cityofwestfield.org/754/Use-Fee-Schedule>

Please note that landing fees are calculated using the aircraft’s FAA certified MTOW.

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](mailto: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 at 413-572-6275. As noted above, Westfield-Barnes Regional Airport’s website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

Christopher J. Willenborg, BAF Airport Manager