



RAPID CITY REGIONAL AIRPORT

www.rapairport.org

February 20, 2024

Dear Rapid City Regional Airport Aircraft Community,

Effective March 1, 2024, Vector Airport Systems (“Vector”) assumed the billing and collection of landing fees on behalf of Rapid City Regional Airport (“KRAP”). For all operations occurring until 11:59pm on February 29, 2024, Rapid City 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 KRAP are currently charged using the time of arrival.** Please be aware that touch-and-go operations are considered arrivals and thus are billed.

Vector will assess and bill fees in accordance with the Airport’s established Landing Fee schedule located at: <https://rapairport.com/wp-content/uploads/2024/01/RAP-RATES-FY-2024-Final.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 at <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 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 or 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.*

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The Airport's Administration Office staff may also be reached at airportweb@rcgov.org. As noted above, KRAP's website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

Toni Broom, CM
Deputy Airport Director
Finance and Administration

