



## COUNTY OF HUMBOLDT

DEPARTMENT OF AVIATION

3561 Boeing Ave., McKinleyville, CA 95519

Phone: (707) 839-5401

February 15, 2025

Dear Humboldt County Aircraft Operator Community,

Effective March 1, 2025, Vector Airport Systems (“Vector”) will assume the billing and collection of aircraft landing and parking fees on behalf of the County of Humboldt, Department of Aviation for four of its airports. Specifically, these airports include California Redwood Coast – Humboldt County Airport (“ACV”), Murray Field (“EKA”), Rohnerville Airport (“FOT”), and Garberville Airport (“O16”). For all operations occurring until midnight on February 28, 2025, Humboldt County will bill and continue to collect landing and parking fees. Aircraft based in the County of Humboldt airport system will not be charged landing or parking fees.

“Landing fees” is a commonly used term that refers to aircraft operating fees. Landing fees for ACV, EKA, FOT, and O16 are currently charged using the time of arrival. Vector will assess and bill landing and parking fees in accordance with the County of Humboldt’s Fee Schedule located at: <https://humboldt.gov.org/264/Fee-Schedule>. 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 W9
- 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](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 Department of Aviation’s Administration Office may also be reached at [aviation@co.humboldt.ca.us](mailto:aviation@co.humboldt.ca.us) should you have any questions.

Sincerely,

Karen Clower  
Acting Director of Aviation  
County of Humboldt