



City of Boulder City
401 California Avenue Boulder
City, NV 89005
www.bcnv.org

BOULDER CITY
CITY COUNCIL

MAYOR
JOE HARDY

Authorization to Bill Letter

COUNCIL MEMBERS:
COKIE BOOTH
MATT FOX
SHERRI JORGENSEN
STEVE WALTON

October 28, 2024

Dear Boulder City Municipal Airport Community,

Effective November 1, 2024, Vector Airport Systems (“Vector”) assumed the billing and collection of landing and special event fees on behalf of Boulder City Municipal Airport (“KBVU”).

“Landing fees” is a commonly used term that refers to aircraft operating fees. **Landing fees for KBVU are currently charged using the time of arrival. Please be aware that touch-and-go operations are considered arrivals and thus are billed.**

MEETING LOCATION:
CITY COUNCIL CHAMBER
401 CALIFORNIA AVENUE
BOULDER CITY, NV 89005

MAILING ADDRESS:
401 CALIFORNIA AVENUE
BOULDER CITY, NV 89005

WEBPAGE:
WWW.BCNV.ORG

Vector will assess and bill fees in accordance with the Airport’s established Landing Fee schedule located at: <https://www.bcnv.org/1108/Aircraft-Landing-Fees>. Please note that landing fees are calculated using the aircraft’s FAA-certified MTOW.

ACTING CITY MANAGER:
MICHAEL MAYS, AICP

CITY ATTORNEY:
BRITTANY LEE WALKER, ESQ

CITY CLERK:
TAMI MCKAY, MMC, CPO

COMMUNITY DEVELOPMENT DIRECTOR:
MICHAEL MAYS, AICP

PUBLIC WORKS DIRECTOR:
GARY POINDEXTER

UTILITIES DIRECTOR:
JOSEPH STUBITZ, PE

POLICE CHIEF:
TIM SHEA

ACTING FIRE CHIEF:
GREG CHESSER, CFO

FINANCE DIRECTOR:
CYNTHIA SNEED, CPA, CGFM

PARKS & RECREATION DIRECTOR:
JULIE CALLOWAY, CPRP

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.

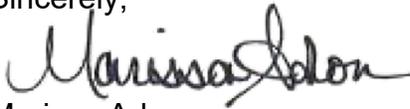
For billing questions or concerns, please contact Vector’s

PLANEPASS® billing service team at billing@vector-us.com 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 airportadmin@bcnv.org. As noted above, Boulder City Municipal Airport's website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

A handwritten signature in black ink that reads "Marissa Adou". The signature is fluid and cursive, with the first name "Marissa" being more prominent than the last name "Adou".

Marissa Adou
Airport Manager