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CITY OF  
TORRANCE

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Authorization to Bill Letter

December 21, 2023

Dear Torrance Municipal Airport – Zamperini Field Community,

Effective February 1, 2024, Vector Airport Systems (“Vector”) assumed the billing and collection of landing fees on behalf of Torrance Municipal Airport – Zamperini Field (“KTOA”).

“Landing fees” is a commonly used term that refers to aircraft operating fees. **Landing fees for KTOA 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://www.torranceca.gov/government/city-departments/general-services/torrance-airport>

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 PLANE PASS® 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 [Airportadminstaff@TorranceCA.Gov](mailto:Airportadminstaff@TorranceCA.Gov). As noted above, Torrance Municipal Airport – Zamperini Field’s website has further details concerning fees charged by Vector as authorized by the Airport.

Sincerely,

Gerry Pinela  
Facilities Operations Manager

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