7/2/2025

Dear Friedman Memorial Airport Community,

Effective July 2, 2025, Vector Airport Systems ("Vector") has assumed responsibility for billing and collection of both landing fees and transient parking fees on behalf of Friedman Memorial Airport (KSUN).

As many of you know, the Airport has partnered with Vector for landing fee collections since 2019. The key update is that Vector will now also handle transient parking fee collections, a task previously managed by Atlantic Aviation FBO.

Fees will be assessed and billed in accordance with the Airport's established Rates and Charges Schedule, available at: https://iflysun.com/rates-charges-schedule

Please note:
- Both landing and transient parking fees are based on the aircraft's FAA-certified Maximum Takeoff Weight (MTOW).
- SUN-based aircraft—those with an active lease agreement and based on a leasehold— are exempt from overnight parking fees as long as they remain on their leasehold.
- Visiting aircraft, regardless of any affiliation with a based tenant, are subject to transient parking fees if parked on public, non-leased ramp space.

While we have a pretty good handle on which aircraft are currently based at SUN, we recognize that as this new system rolls out, there may be occasional errors. If you receive a parking bill that you believe is incorrect, please don't hesitate to reach out to Vector billing, directly. We will promptly resolve any issues.

About Vector Billing & Portal Access
Vector sends invoices monthly to the aircraft's registered owner or management company, following the close of each calendar month. A self-service web portal is available for convenient online account management:
https://payment.planepass.com
Through the portal, you can:
1. Make secure credit card payments
2. Update account details (e.g., email or mailing addresses)

3. View Authorization to Bill letters and W-9 forms
4. Enroll in electronic invoicing
5. View payment and billing history
6. Download invoices in .CSV format for Excel use

Note: You will need your Vector invoice number and Operator ID to log in.

Contact Information

For billing questions or support, please contact Vector's PLANEPASS® Billing Service Team:
billing@vector-us.com
(888) 588-0028 (Option 1 or Ext. 700)
Office hours: Monday–Friday, 9:00 AM – 5:00 PM ET
(Closed on most U.S. federal holidays, the Friday after Thanksgiving, and Christmas Eve.)
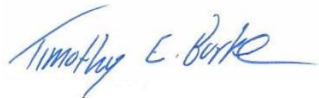
You may also reach out to the Airport Administration Office directly at:
officeadmin@iflysun.com

As always, additional information about fees and billing is available on our website.
Thank you for your continued partnership and support as we work to improve our systems and better serve the KSUN community.

Sincerely,

Tim Burke
Airport Director