



207 Queens Quay West, Suite 500, Toronto, Ontario, M5J 1A7  
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Dear Billy Bishop Toronto City Airport Aviators,

Effective April 1, 2022, Vector Airport Systems (“Vector”) will assume the billing and payment processing of landing fees on behalf of PortsToronto for Billy Bishop Toronto City Airport. Airport Improvement Fees (AIF) will continue to be billed directly by PortsToronto until it transitions over to Vector in the coming months.

Landing fees for Billy Bishop, are based upon MTOW and charged for each arrival (including circuits). AIF is charged per each paying passenger enplaned at Billy Bishop. Vector will assess and bill these fees in accordance with the established Landing Fees. Current rates and additional information can be found at <https://www.portstoronto.com/airport/business-information/for-pilots/landing-fees.aspx>. Please note that Ramp Handling Fees will not be charged through Vector and will be charged and paid directly to the FBOs.

Vector will mail a monthly invoice to an aircraft’s registered owner after the conclusion of each month. A self-service web portal is offered by Vector for convenient online bill payments and account management.

**Vector’s self-service web portal\* allows operators to:**

- 1) Update contact information, including email or postal mail addresses,
- 2) Process credit card payments,
- 3) Enroll in electronic invoicing,
- 4) View account history, and
- 5) Request copies of invoices via email or download invoices to Excel.

*\*The portal login is based on your Vector invoice number and Vector operator ID. If the Airport is in their first month of billing through Vector and thus no invoice has been generated, you can update your contact information by emailing or calling Vector.*

For billing concerns and to access Vector’s self-service customer portal, please visit <https://myaccount.vector-us.com> or contact Vector’s billing service team at [billing@vector-us.com](mailto:billing@vector-us.com) or (888) 588-0028 Option 01 or Extension 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.

If you have any questions, please contact Billy Bishop Toronto City Airport at [LandingFees@portstoronto.com](mailto:LandingFees@portstoronto.com).

Sincerely,

*Michael Antle*

Michael Antle  
Director Airport Security, Compliance and Planning