



Joshua W. Marcy  
Airport Director

Dave Somers  
County Executive

June 1, 2024

Subject: Modification of Online Payment Processing Fee Setup effective July 1, 2024

Dear Paine Field Tenants,

Since its introduction in early 2020, our new online payment processing system through Point & Pay has proven to be a success. We have witnessed a significant uptake in its usage, with the majority of our tenants now benefiting from its enhanced convenience and functionality. With this system, users can seamlessly manage their accounts online, including setting up recurring payments, opting for paperless e-statements, accessing historical statements, and managing multiple accounts simultaneously.

In accordance with state law (RCW 36.29.190), we will be implementing a modification to our fee structure concerning online payment processing, effective July 1, 2024. Historically, credit card (Visa/MC/Amex/Discover/Debit) transactions were subject to a \$1,500 limit, with all associated fees borne by the airport. However, I am pleased to announce that as of the aforementioned date, this limitation will be lifted, affording you the flexibility to utilize credit cards for transactions of any value. Furthermore, to enhance convenience, we are expanding our payment options to include Apple Pay, Google Pay, and Samsung Pay. Please be advised that in adherence to RCW 36.29.190, all credit card processing expenses will be the responsibility of the tenant, remitted directly to Point & Pay. These fees will constitute 2.35% of the total processing fee, with a minimum charge of \$2.00, encompassing the requisite costs associated with credit card transactions.

As a gentle reminder, it remains free for our customers to utilize e-checks (ACH) for online payments or to settle your account balance using physical checks via mail or in person. For those not yet enrolled, we strongly encourage you to take advantage of the benefits offered by e-paperless statements and recurring payments.

**Summary of Policy Changes:**

- Unlimited use of credit cards with no maximum limit effective July 1, 2024
- Credit card processing fees set at 2.35% of the total, with a minimum charge of \$2.00
- E-Checks (ACH) and physical checks continue to be accepted without payment processing fees

We have added login instructions in addition to our written instructions located on our website if you need assistance navigating the website for payments.

- User written and video instructions are located here:  
<https://www.paineairport.com/225/Make-Payments>

We extend our gratitude for your continued support of Paine Field. These slight modifications play an instrumental role in helping us maintain low operating costs at the airport.

Sincerely,

*Nickolis A. Landgraff*

Nickolis A. Landgraff  
Airport Business Manager

Cc: Joshua Marcy, Airport Director  
Pete McGuire, Deputy Airport Director  
Dawson Frank, Deputy Airport Director