

City of Palo Alto Airport
Authorization to Bill
Issued: May 19th, 2025



To Whom It May Concern:

Effective June 1, 2025, the City of Palo Alto Airport - PAO has authorized Altaport, Inc. ("Altaport") to manage the billing and collection of automobile parking and transient aircraft operations fees for operations on behalf of the Airport. Altaport will assess and bill fees in accordance with the airport's established fee structures, which can be viewed at: <https://www.paloalto.gov/files/assets/public/v/1/public-works/palo-alto-airport/fy25-rates-fees-schedule-final.pdf>.

Payments are assessed to the aircraft's registered owner or operator. Payments may be made via Altaport's self-service portal, located at altaport.info/a/kpao. Through the portal, aircraft operators can:

- Make payments via CC or ACH (CC payments are subject to standard processing fees);
- Enroll in electronic invoicing;
- Manage and update account and contact information;
- View and download invoices for record-keeping; and
- View account history.

Payments are assessed to the individual registering the automobile. Payments may be made via Altaport's self-service portal, located at altaport.info/a/kpao. Through the portal, owners can:

- Make payments via CC or ACH (CC payments are subject to standard processing fees);
- Manage and update account and contact information;
- View and download transaction history for record-keeping; and
- Monitor upcoming renewal dates for long-term parking;
- View account history.

If you have any questions regarding this Authorization to Bill or the airport's fee structure, please contact the airport at:

(650) 329-2444
paobilling@paloalto.gov

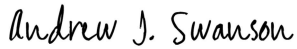
Please contact Altaport with any questions regarding billing at:

billing@altaport.com
385-422-2383

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Sincerely,

Signed by:

FCE6EC7261ED43B...

Andrew Swanson
Airport Manager
Palo Alto Airport

Certificate Of Completion

Envelope Id: 1CBFDADD-6C45-408E-8156-23029A318E3F

Status: Completed

Subject: Complete with Docusign: Authorization to Bill_Palo Alto Airport-Altaport.docx

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

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Initials: 0

Erica Ledesma

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250 Hamilton Ave

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Palo Alto , CA 94301

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Erica.Ledesma@PaloAlto.gov

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5/19/2025 3:15:29 PM

Erica.Ledesma@PaloAlto.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Palo Alto

Location: Docusign

Signer Events

Andrew J. Swanson

Andrew.Swanson@CityofPaloAlto.org

Security Level: Email, Account Authentication (None)

Signature

Signed by:

Andrew J. Swanson
FCE8EC7261ED43B...

Signature Adoption: Pre-selected Style

Using IP Address: 99.118.21.255

Signed using mobile

Timestamp

Sent: 5/19/2025 3:18:45 PM

Viewed: 5/19/2025 3:20:14 PM

Signed: 5/19/2025 3:20:27 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

PAO Staff

PAOStaff@CityofPaloalto.org

Security Level: Email, Account Authentication (None)

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Sent: 5/19/2025 3:20:27 PM

Viewed: 5/19/2025 4:00:39 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

5/19/2025 3:18:45 PM

Envelope Updated

Security Checked

5/19/2025 3:19:14 PM

Certified Delivered

Security Checked

5/19/2025 3:20:14 PM

Signing Complete

Security Checked

5/19/2025 3:20:27 PM

Completed

Security Checked

5/19/2025 3:20:27 PM

Payment Events	Status	Timestamps
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