

**Instructions for Preparation of
Passenger Facility Charge (PFC) Application Form 5500-1**

1. **Application Type** (*check all that apply*)
 - a. **Impose PFC Charges.** Check box when applying for authority to impose.
 - b. **Use PFC Revenues.** Check box when: (1) applying for authority to use where the authority to impose a PFC has previously been approved or (2) applying for authority to impose and authority to use concurrently.
 - c. **Amend PFC No.:** Check box when proposing to amend an approved PFC. Enter the PFC number for the original application assigned by the Federal Aviation Administration (FAA).

2. **Public Agency Name, Address, and Contact Person.** Enter the legal name and full address of the public agency as well as the name of a person to contact concerning the application. **Do not list the name of the airport.**

3. **Airport(s) to Use.** Enter the official name of the airport or airports at which a PFC financed project is proposed. List all airports where PFC's are proposed for use in this application.

4. **Consultation Dates.**
 - a. **Date of Written Notice to Air Carriers.** Enter the date the written notice was provided to air carriers as required by 14 CFR Part 158, section 158.23(a).
 - b. **Date of Consultation Meeting with Air Carriers.** Enter the date of the consultation meeting as required by 14 CFR Part 158, section 158.23(a)(4).

5. **Charges.**
 - a. **Airport to Impose.** Enter the official airport name at which the PFC is to be imposed.
 - b. **Level.** Check the block(s) which reflect the PFC amount(s) to be imposed. A public agency may request a charge amount from each of the two levels.
 - c. **Total Estimated PFC Revenue by Level.** Enter the total PFC revenue estimated to be collected and/or used as a result of this application. A public agency applying for a PFC at the \$4.00 and \$4.50 level should separate the impose and/or use total(s) from the total for project(s) requested at the \$1.00, \$2.00 or \$3.00 level.
 - d. **Proposed Effective Date.** Enter the proposed charge effective date, which is the date air carriers are expected to begin collecting this PFC. For a use application, enter the date collections began for the impose authority.
 - e. **Estimated Expiration Date.** Enter the proposed charge expiration date, which is the date the public agency expects to have collected the total amount, and thus, the air carriers are expected to cease collecting the

PFC. For a use application, enter the date collections for the application's impose authority expire.

6. Attachments *(check all that apply)*

- a. **Attached.** Check each block that applies to the particular application being submitted. Additional details on each attachment are provided in the section entitled "Instructions for Attachments to PFC Application Form."
- b. **Submitted with Previous Application Dated. (Use only and amendment applications)** Check each block that applies, i.e., the attachment has been submitted with a previous application which has been approved. For each block checked, provide the date of the application with which the attachment was submitted.

7. With Respect to this PFC Application.

- a. **Type Name of Authorized Representative.** Self-explanatory.
- b. **Title.** Enter the title of the authorized representative given in 7.a.
- c. **Telephone Number.** Enter the telephone number, including the area code, of the authorized representative.
- d. **FAX Number.** Enter the FAX number, including the area code, of the authorized representative.
- e. **Signature of Authorized Representative.** Note: By signing this application, the public agency agrees to abide by all PFC assurances and certifies that all information contained in the application is true and correct.
- f. **Date Signed.** Self-explanatory.

8. Submit two copies of the application and all attachments to the local FAA Airports Office. Also, submit one copy of the application and all attachments to:

Federal Aviation Administration
Passenger Facility Charge Branch, APP-530
800 Independence Avenue, SW.
Washington, DC 20591