



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **INFORMATION**: PFC Update, PFC 40-02

Date: July 18, 2002

From: Manager, Airports Financial
Assistance Division

Reply to
Attn. of:

To: All Regional Airports Division Managers
and AMA-620

Attention: PFC Contacts

PFC 02-40.1. August 1 Report.

Section 158.93 of Part 158 requires that the Airport Improvement Program (AIP) passenger entitlement funds apportioned to a public agency for a specific large or medium airport that it controls are to be reduced if the public agency imposes a PFC at that airport. The reduction is applied beginning in the Federal fiscal year immediately following the charge effective date. Therefore, any public agency, controlling a large or medium hub airport, which is collecting a PFC as of September 30, 2002, and continues to collect PFC's on and after October 1, 2002, is subject to a reduction in its passenger entitlements in fiscal year 2003.

Attachment 1 provides sample language for a notice reminding public agencies with large and medium hub airports that they must submit, to the FAA, an estimate of PFC revenue to be collected in the upcoming fiscal year. We suggest that you send this notice to the public agencies immediately to allow the agencies sufficient time to prepare and submit the report by the August 1 deadline.

Currently this requirement applies to the following locations:

AAL - Anchorage;

ACE - Kansas City and St. Louis;

AEA - Baltimore, Buffalo, New York (separate reports/amounts required for Kennedy, Newark, and LaGuardia), Philadelphia, Pittsburgh, and Washington (separate reports/amounts required for Dulles and Ronald Reagan Washington National);

AGL - Chicago (separate reports/amounts required for Midway and O'Hare), Indianapolis, Detroit, Minneapolis, Cleveland, Port Columbus, and Milwaukee;

ANE - Windsor Locks, Boston, Providence;

ANM – Denver, Portland, Salt Lake City, and Seattle;

ASO - Fort Lauderdale, Fort Myers, Jacksonville, Miami, Orlando, Tampa, West Palm Beach, Atlanta, Covington, Louisville, San Juan, and Nashville;

ASW - New Orleans, Albuquerque, Austin, Dallas/Ft. Worth, and San Antonio;

AWP - Phoenix, Tucson, Burbank, Los Angeles International, Oakland, Ontario, Sacramento, San Diego, San Francisco, San Jose, Las Vegas, and Reno;

Please forward a copy of all reports, or a spreadsheet with the forecast collections, to Sheryl Scarborough, APP-530, by COB August 9, 2002.

PFC-02-40.2. Streamlined PFC Decision Documents.

Templates of the new streamlined PFC Decision document are being sent electronically to each regional PFC contact (as Attachment 2) in conjunction with the issuance of this update letter. There are nine versions, one each for impose and use, impose only, and use only decisions for each of three scenarios – PFC approvals at a \$3.00 or lower level, PFC approvals at a level above \$3 for small hub and smaller airports, and PFC approvals at a level above \$3 for large and medium hub airports.

Major changes from the previous format include a change in the name of the document (now called a Final Agency Decision), the creation of generic “Approval Findings” bullets to replace some previous “boilerplate” language, and modifications to the format for the procedural history and project determination sections to make those sections easier to complete. In addition, where repetitive findings in the current document formats were found, the duplications were eliminated so that a decision writer does not have to write essentially the same information in more than one location in the decision.

We have also attempted to revise the document so that, if in the future electronic filing of applications is permitted, data elements are more easily transferred from the application to the Final Agency Decision.

Please ask your PFC contact to make sure the new formats are distributed to all personnel in your region who draft PFC decisions. Although your region may begin using the new format immediately, in order to allow decisions currently being drafted to continue to be processed without being re-written, use of the new format will not be required for decisions issued prior to September 1, 2002. All Final Agency Decisions signed after September 1, 2002, must use the new Final Agency Decision format.

If you have any questions or would like to comment on the new formats, please direct your comments to any of the APP-530 staff.

PFC-02-40.3. Quarterly Report of Project Start and Completion Dates.

Attachment #3 is the latest iteration of the PFC project status/dates spreadsheet. Projects that were reported as completed on the previous reports have been removed from the list. If your previous response indicated that a project had been deleted but it appears on this list, APP-530 does not have a copy of the amendment deleting the project. Please forward a copy of the amendment to your APP-530 analyst so that we can remove the project.

The list has been updated to include those projects approved between January 1, 2002 and June 30, 2002. Amendment actions processed between January 1, 2002 and March 30, 2002 are also included in this report, however, due to workload and timing issues, amendments processed between April 1, 2002 and June 30, 2002, have not been included in this report.

A region-specific list will be sent electronically to each PFC contact for use in compiling your report. If you choose to use a report generated from a regional tracking system instead of the attached spreadsheet, please make sure that your report is in alphabetical order and contains, at a minimum, the following information: location; application number; project title; implementation date; completion date; and latest approved amount for each project. In addition, please compare the APP-530 list to the list your system generates to make sure that all projects that are on the APP-530 spreadsheet are listed in your system.

Please submit either a marked-up spreadsheet or a region-generated report to Sheryl by August 30, 2002 (email messages are acceptable).

Barry Molar

Attachments