

Tips for PFC Applications and Amendments

In 1992, the FAA Great Lakes Region approved its first Passenger Facility Charge (PFC) application. Since that time, the Region has reviewed and approved over 345 applications for a total of \$15.4 billion in collections. The following is a small list of tips gathered along the way.

- **Provide Advanced Draft Applications.** One of the very best tips we can give public agencies is to provide their Regional PFC Specialist with advanced drafts of their applications. Public agencies rarely submit more than one application a year, so it is hard for them to keep up with the current policies and best practices. Completing early coordination with the Regional PFC Specialist and submitting advanced drafts provides many advantages. The FAA can ensure that all the current rules are followed. They can also work out any problems before the clock starts ticking on mandated approval deadlines.
- **Avoid Lapses in Collection.** One of the worst PFC situations a public agency can experience is a lapse in collection. It is very expensive for airlines to stop then restart collections. To prevent a lapse, we suggest that public agencies carefully watch their rate of collection. In addition, we strongly recommend that public agencies provide their Regional PFC Specialist with a draft of their next application at least a year before their collections will expire. To help you out, your Regional PFC Specialist will be sending out periodic reminders regarding expiration dates.
- **Notify All Air Carriers.** One sure way for a public agency to delay their application is to fail to send the required notice to all the correct air carriers. This can easily be avoided by asking your Regional PFC Specialist for a current copy of the airport's ACAIS listing. Unless a carrier is in the excluded class, the carrier **must** be notified if they have **any** scheduled service. The only exception to this is if they are doing

business under another airline **and** their parent airline provides written confirmation that, as the parent airline, they are going to cover the consultation and all of the comments.

- **Provide Complete Information.** If the application lacks enough information, the FAA may have a difficult time making the proper decisions. Therefore, public agencies should ensure they completely fill out the application and provide great project descriptions and justifications. Project sketches are also invaluable. On those occasions when we do need additional information, the public agency must submit it before we make our substantially complete determination. Early coordination with the Regional PFC Specialist is essential.
- **Submit Use Applications on Time.** In the PFC world, timing is everything. This is especially true for use applications. If a public agency fails to turn in a use application within three years of the impose only approval, then the impose only approval automatically expires. The only option the public agency has is to submit a new application after the projects have been implemented.
- **Follow the Latest Amendment Rules.** The rules on amendment consultations have changed, and public agencies need to make sure that they are following the current policy. There are a number of reasons why a public agency would need to consult with air carriers. One is if the PFC amounts increased. The old rule is that consultation was required if the original approved amount was increased by more than 15%. The new rule is that consultation is required if any original project cost increases by 25% over the original amount and either the original or amended project cost is more than \$1 million dollars.



Where Can I Learn More?

1. The latest statutes, rulemakings, order, policies, forms and information at: www.faa.gov/airports/pfc.
2. Your Regional PFC Specialist, Tina Young, at tina.young@faa.gov or 612-713-4345.