



Federal Aviation Administration

Memorandum

Date: JAN 13 2011

To: All Regional Airports Division Managers and AMA-620
Attention: PFC Contacts

From: Joe Hebert, Manager, Financial Analysis and Passenger Facility Charge Branch,
APP-510

Prepared by: Sheryl Scarborough, Management and Program Analyst, APP-510

Subject: PFC Update, PFC 65-11

PFC 11-65.1. Public agency collection information.

Please remind your public agencies that all PFC collection totals through December 2010 must be loaded in SOAR no later than February 14, 2011 in order to allow the FAA to meet its reporting requirements. APP-510 will be providing updates in early February as to which public agencies appear to have incomplete collections reporting however regions and ADO's wishing to monitor the status of collections in their area may wish to run the "Revenue Report" which is located under the "PFC Financial Reports" tab in SOAR.

In addition, as has been done in prior years, public agencies should be reminded that, on February 15th, collection information for Calendar Year 2007 and previous years will be locked with no further editing by either public agencies or the FAA allowed. Therefore, the public agency should also review this collections information and make any necessary revisions by February 14th. This is to ensure data consistency once public agency audits of collections have been completed.

If you have any questions regarding this item, please contact Sheryl Scarborough at (202) 267-8825.

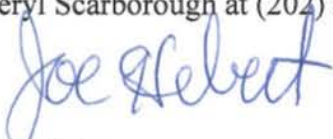
PFC 11-65.2. Updating PFC files with amendment analysis.

Please remember that the PFC application folder must include documentation showing the FAA's analysis of the reasonableness and necessity of any PFC cost increases approved in amendments.

In addition, if the Final Agency Decision or Letter of Acknowledgement includes specific requirements that a public agency must accomplish before certain specified actions are taken, the

PFC application folder must include documentation that the FAA concurs that the requirement has been met, as applicable.

If you have any questions regarding this item, please contact Jane Johnson at (202) 267-5878 or Sheryl Scarborough at (202) 267-8825 or Dennis Walsh at (202) 493-4890.



Joe Hebert