



## REGIONAL GUIDANCE LETTER (RGL) - AIRPORTS DIVISION

**NUMBER:** 5050.35

**DATE:** June 28, 2010

**SUBJECT:** Regional Passenger Facility Charge (PFC) Specialist for the Great Lakes Region Airports Division

**REFERENCES:** [1] 49 U.S.C § 40117 (“Passenger Facility Fees”)  
[2] 14 CFR Part 158 (“Passenger Facility Charges”)  
[3] FAA Order 5010.1 (“Passenger Facility Charge”)

### Background and Purpose

The Passenger Facility Charge (PFC) Program allows the collection of PFC fees for every enplaned passenger at commercial airports controlled by public agencies. Airports use these fees to fund FAA-approved projects that enhance safety, security, or capacity; reduce noise; or increase air carrier competition.

In FY2010, the Great Lakes Region began the consolidation of all regional Passenger Facility Charge (PFC) program functions and procedures to one designated specialist position. The regional transition is being used to:

- Promote consistency in program rules and interpretations.
- Expedite processing of applications and amendment review.
- Give airport sponsors a single point of contact for specific PFC program questions.
- Enhance customer service to airport sponsors.

An internal PFC standard operating procedures (PFC SOP) guide has been implemented to assist in the development and implementation of this new regional PFC Specialist position. A timeline and transition plan will be used to keep implementation on structured schedule (see Implementation Timeline below).

It should be noted that PFC functions and files are being consolidated to one location. Program eligibility and procedural issues related to the PFC program will be coordinated through the Regional PFC Specialist.

The PFC Regional Specialist will collaborate with each ADO to provide input and coordination, per procedures outlined in the regional SOP. Final PFC actions will be signed as follows:

- The PFC specialist will sign
  - 43C Actions (Change in Expiration Dates)
  - Completeness Letters
- The Planning/Programming Branch Manager will sign
  - Non-Hub Acknowledgement
  - Amendment Letters
- Depending on delegation, the Great Lakes Region Airports Division Manager or Headquarters will sign
  - Final Agency Decisions

### Implementation Timeline

- **January 4, 2010:** The new PFC Specialist selected. Initial training and position duties are refined and underway. The new PFC Specialist absorbs the Minneapolis ADOs PFC while training with the current MSP-ADO PFC point of contact.
- **May 1, 2010:** The PFC Specialist absorbs the Bismarck ADO PFC responsibilities (North Dakota and South Dakota), with assistance from the MSP-ADO PFC point of contact.
- **June 28, 2010:** Regional Guidance Letter and PFC SOP refined and issued.
- **August 1, 2010:** The PFC Specialist absorbs Chicago ADO responsibilities. (Illinois and Indiana).
- **November 1, 2010:** The PFC Specialist absorbs Detroit ADO responsibilities. (Michigan and Ohio)

### PFC Regional Specialist:

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