
FAA NYADO PFC Meeting Topics

FY18 PFC Program Deadlines:

January 31, 2018 Annual Collections Reporting:
Public Agency must submit CY17 PFC revenue collections in SOAR.

July 1, 2018 Annual PFC Revenue Forecast:
Medium & Large Hub Public Agencies must submit all PFC Revenue Forecast Reports in SOAR in accordance with PFC Update Letter **66-11**.

September 30, 2018 Annual PFC Audit:
Public Agency must submit a copy of their Annual FY17 PFC Audit to the NYADO in line with 14 CFR Part 158.67(c). The airport may choose to have their annual PFC Audit conducted as part of the Single Audit of federal funds, as long as the PFC program is addressed separately and sent to the NYADO.

September 30, 2018 Annual Application Closeout:
Public Agency expected to coordinate closeouts of PFC applications that have collected in full and are physically and financially complete.

New Applications Guidelines

A new application must be submitted at least **180 days** (6 months) prior to the charge expiration date of the previous application if the public agency wishes to maintain collection without interruption. This means that the air carrier consultation meeting notice must be sent at least 240 days (8 months) prior to the charge expiration date of the previous application.

Project eligibility

Proposed projects are reviewed for eligibility in accordance with the AIP handbook, Order 5100.38D. However, PFC Eligibility differs for projects related to Terminal Buildings and Noise, such are reviewed in accordance with the PFC Order, 5500.1 and PFC Statue, 49 U.S.C. §47504.

Reasonableness of Cost Determination

Sponsors are required to provide detailed basis of cost information for each project (as required by Part 158) that proposes PFC funding in excess of \$10,000,000. This detailed information should, at a minimum, provide detail regarding the cost of each major project component. Sponsors should also clearly indicate whether the information is based on conceptual design or feasibility studies, construction design, contract, appraisal, or actual costs in accordance with PFC Update Letter **50-06**

Carrier Consultation Meeting

Sponsors must notify and schedule Carrier Consultation meeting at least 16 months prior to the Public Agency's Legal Charge Expiration Date (CED).

Draft submissions Draft applications must be submitted for preliminary review and at least 6 months in advance of the Carrier Consultation Meeting.

Final Submissions PFC application must be submitted at least 6 months in advance of other Public Agency's Legal Charge Expiration Date (CED), **for PFC applications greater than \$10,000,000 we encourage the final submission to be at least 12 months in advance of the CED.**

Large, Medium, & Small Hubs

- 30-day Notice to Carriers
- 30 day Public Comment following Consultation Meeting
- 6-month window to Submit Final Application. We strongly recommend you submit the final application as close to the consultation meeting as possible (See PFC Order 5500.1 (2-11) for further guidance).
- 120 day FAA Review will commence after the final application is submitted. The FAA will generate a Final Agency Decision (FAD).
- 30-day Notice (from first of the following month) to Carriers to Start Collections
Minimum of 7 months from Notice to Carriers to Start of Collections

Non-Hubs (PFC Update Letter 60-10):

- 30 day Notice to Carriers.
- 30 day Public Comment following Consultation Meeting.
- 6 month window to Submit Final Application. We strongly recommend you submit the final application as close to the consultation meeting as possible (See PFC Order 5500.1 (2-11) for further guidance).
- 30 day FAA Review will commence after the final application is submitted. The FAA will generate a Letter of Acknowledgement (LOA).
- 30 day Notice (from first of the following month) to Carriers to Start Collections

Minimum of 4 months from Notice to Carriers to Start of Collections

Current Applications Guidelines

Impose, Use, or Concurrent Projects (Impose and Use)

- Impose only projects must have an implementation date that is no more than **two years** after its Use application approval date or **five years** after its Impose application charge effective date
- An Impose only project must have an associated Use application submitted no more than **three years** after the Impose charge effective date.
- An Impose and Use project must have an implementation date that is no more than **two years** after its charge effective date.

Revenue Collections & Disbursements

- All collections must be reported on a cash basis and maintained in an interest bearing account. Reporting on an accrual basis is not permitted.
- Please ensure that all revenue and disbursements are being reported accurately. Revenue reports more than 2 years old are permanently locked in SOAR and cannot be revised.
- Revenue and disbursements should be reported monthly, and Quarterly Reports must be submitted to both the carriers and the FAA in line with PFC Update Letter 63-10 and FAA Order 5500.1 (7-6).

43C Request

- We encourage sponsors to submit 43C requests if collection trends significantly change where the CED is affected.
- Sponsors will be responsible for any over-collections that are not authorized.

Amendments (Requiring consultation)

- 30 day Notice to Carriers
- 30 day Public comment
- 6 Month window to submit final amendment to FAA
- 30 day FAA Review and Determination

For further guidance and resources, please refer to the FAA PFC Site:

<https://www.faa.gov/airports/eastern/pfc>