



Federal Aviation Administration

Memorandum

APR 01 2019

Date:

To: Regional Airports Directors, 610 Managers, and ADO Managers

From: 
Robin K. Hunt, Acting Director, Office of Airport Planning and
Programming, APP-1

Subject: INFORMATION: PFC Update, PFC 71-19

PFC 71-19. Oversight of Public Agency Passenger Facility Charge (PFC) Program.

This PFC update letter is in response to certain recommendations from the US Department of Transportation Office of Inspector General (OIG), contained in Report # AV2019015, which is publicly available online at <https://www.oig.dot.gov/library-item/36959>.¹ This guidance adds to previous guidance (PFC 36-02) on Federal Aviation Administration (FAA) oversight and reviews of public agency compliance with PFC annual audits, and FAA review of public agency reporting of PFC collection and expenditures available online at https://www.faa.gov/airports/pfc/pfc_updates/.

PFC Annual Audit Report Submittal

Public agencies are required under 14 Code of Federal Regulations (CFR) Part 158.67(c) to, at least annually, conduct an audit of their PFC accounts.

To ensure that audit reports are submitted in a timely manner, every October FAA Airports offices (the FAA regional, district, or field office) shall request that public agencies submit annual PFC audit reports 30 calendar days after receipt of the auditor's report or 9 months after the end of the audit period.

PFC Annual Audit Report Review

Annually, in the month of October, FAA Airport offices shall also verify that public agencies have submitted the audit report required by § 158.67.

¹ This PFC Update does not address all recommendations listed in OIG's report.

Within 45 calendar days of receipt of an audit report, FAA Airports offices should enter audit report information in the System of Airports Reporting (SOAR). This information includes audit year, date received by the FAA, and if applicable, material weaknesses and findings.

Within 6 months of receipt of an audit report, FAA Airports offices should complete a review of the audit report, determine if the audit report meets FAA requirements, identify follow-up actions, and enter this information into SOAR.

PFC Collections and Expenditures

FAA Airports offices should review PFC collections and expenditures in the PFC annual audit reports to verify consistency with PFC collections and expenditures data reported in SOAR. If there are disparities between the audit report and the information in SOAR, FAA Airports offices may need to follow up with the public agencies to reconcile such disparities or determine if there is a justified rationale for the disparities, such as differences in accounting basis or reporting periods.

As a long-term measure, APP-510 plans to incorporate these updates to procedures into the FAA's audit guide for public agencies.

Please contact APP-510, at (202) 267-3831, for further information.