



FAA
Southern Region Airports Division

Passenger Facility Charge (PFC) Reporting System

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Introduction

The PFC Reporting System is a database containing PFC revenue and disbursement data reported by Public Agencies approved to collect PFC revenues, and by the airlines collecting those revenues. It is accessed through the Federal Aviation Administration's (FAA's) Airports External Portal (AEP).

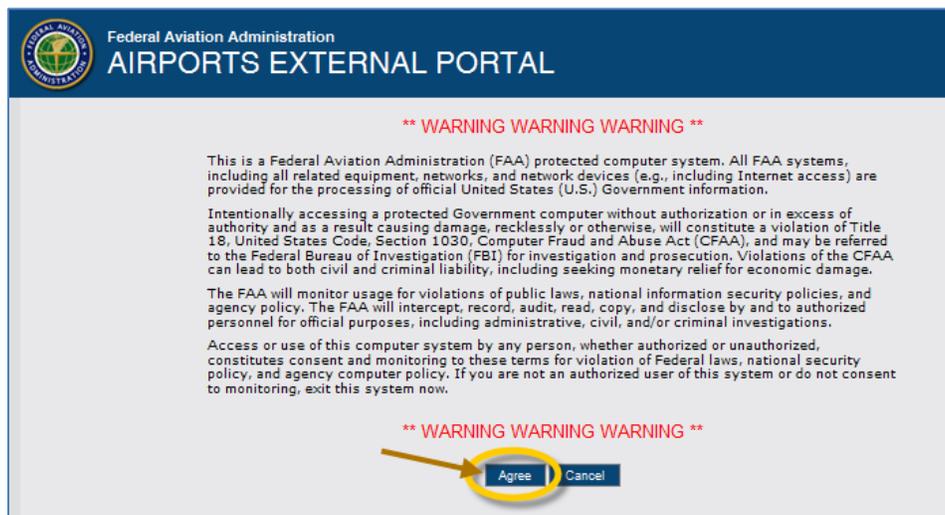
This document is a basic guide for use by authorized public agency personnel tasked with adding and maintaining the public agency's PFC revenue and disbursement data into the system. It is also intended for use by authorized public agency personnel having an interest in viewing the public agency's PFC revenue and disbursement data as well as the PFC collections data reported by the airlines.

PFC Reporting System features:

- Lets you do the FAR Part 158 required quarterly reporting of PFC data to the FAA and airlines online.
- Removes the public agency's need to send hard-copy PFC Quarterly Reports to the FAA and airlines.
- Lets the public agency run varied reports summarizing their PFC approvals, collections and disbursements.
- Lets the public agency run reports summarizing PFC collections data that the airlines report to the FAA for their airport(s).

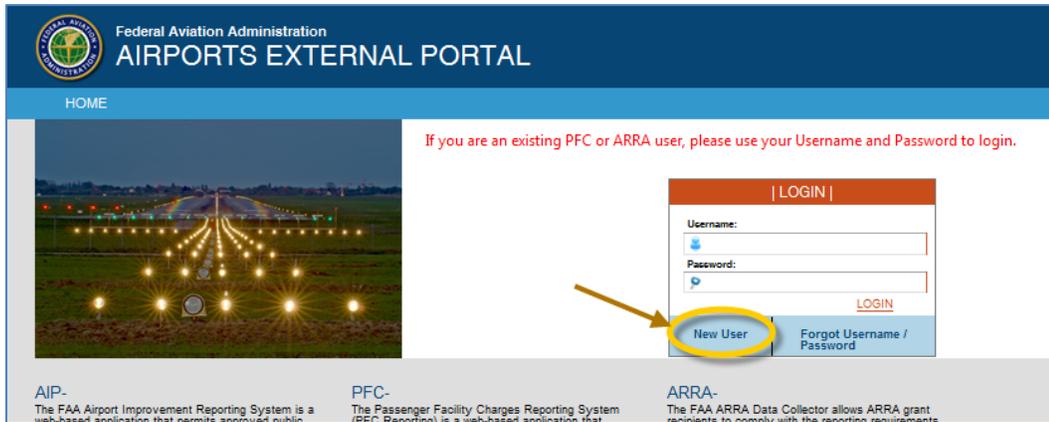
Requesting access

1. Access the PFC Reporting System through the FAA's Airports External Portal (AEP). Open your web browser (Internet Explorer or other) and go to <https://aep.airports.faa.gov>.
2. The AEP warning screen now displays (figure below).



3. Read the warning screen, and then select the "Agree" button at the bottom of the screen (figure above).

- The AEP login screen displays.
In the “LOGIN” box in the upper right of the screen, select “**New User**”, which is below the “Password” field (see figure below).

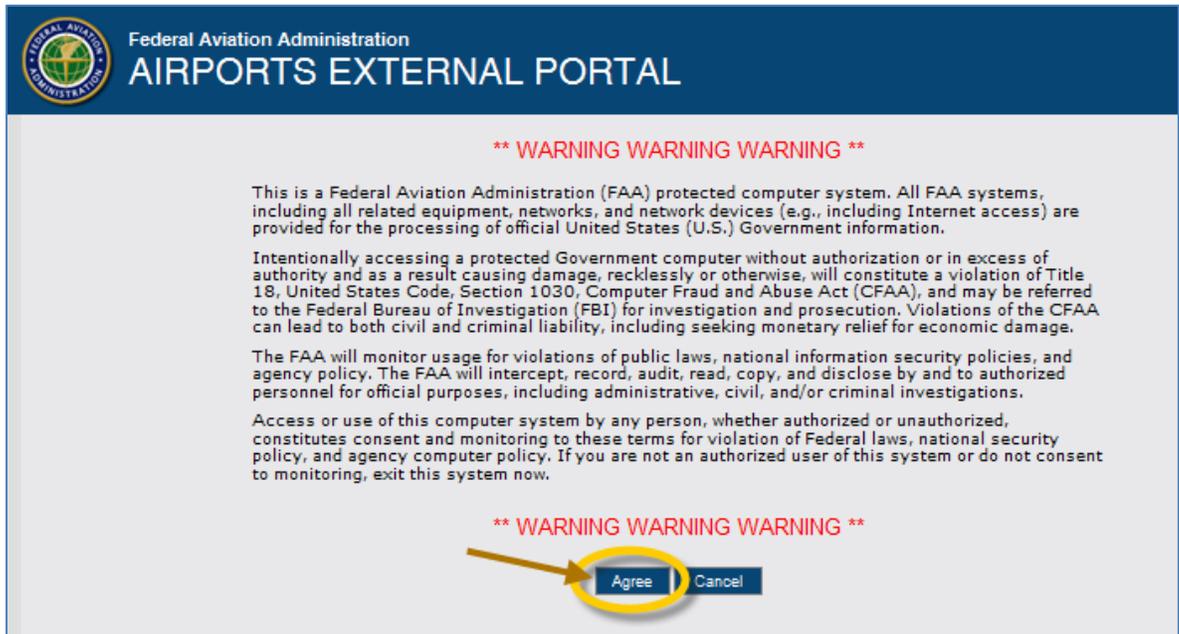


- The AEP New User Request Account screen displays (figure below).

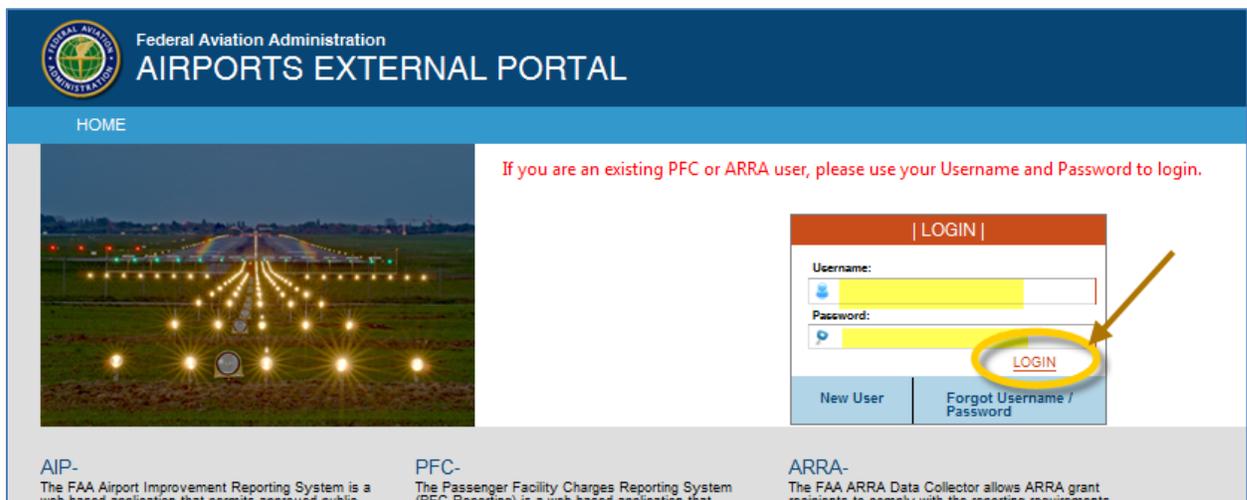
- Enter the information requested in the fields provided, then select “**Next.**”
- Continue entering the requested information on each screen and selecting “**Next**” until you complete all of the requested information. Then, on the final screen (screen 6), select “**Finish**”.
- If FAA personnel approve your request for access to AEP and the PFC Reporting System, the system will generate an initial email to you, providing you with your initial username and password to access the system.
- At initial logon, you should change your password to one of your choosing.

Logging on

1. Open your web browser (Internet Explorer or other) and go to <https://aep.airports.faa.gov>
 - a. The AEP warning screen displays (figure below).

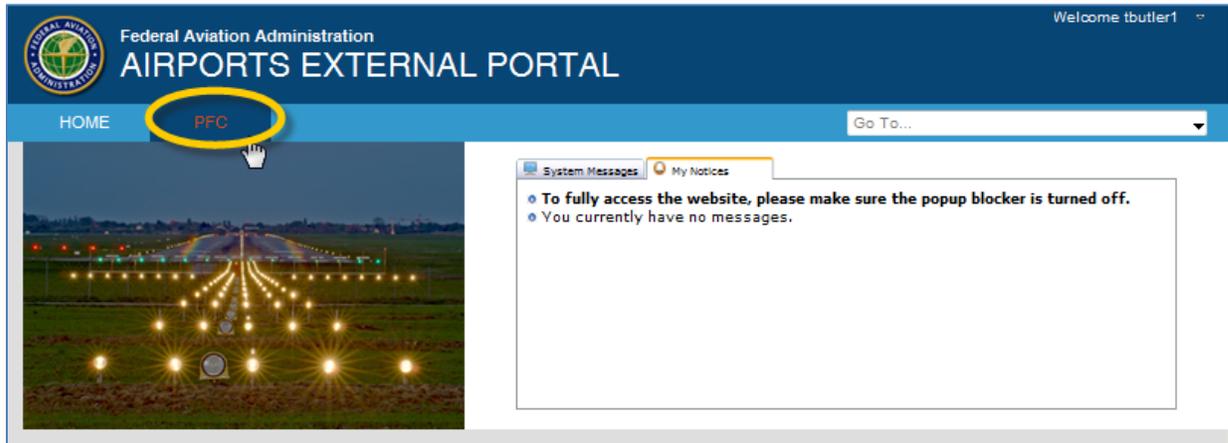


- b. Read what it says, then select the “**Agree**” button at the bottom of the screen (figure above).
2. The AEP login screen displays (figure below).



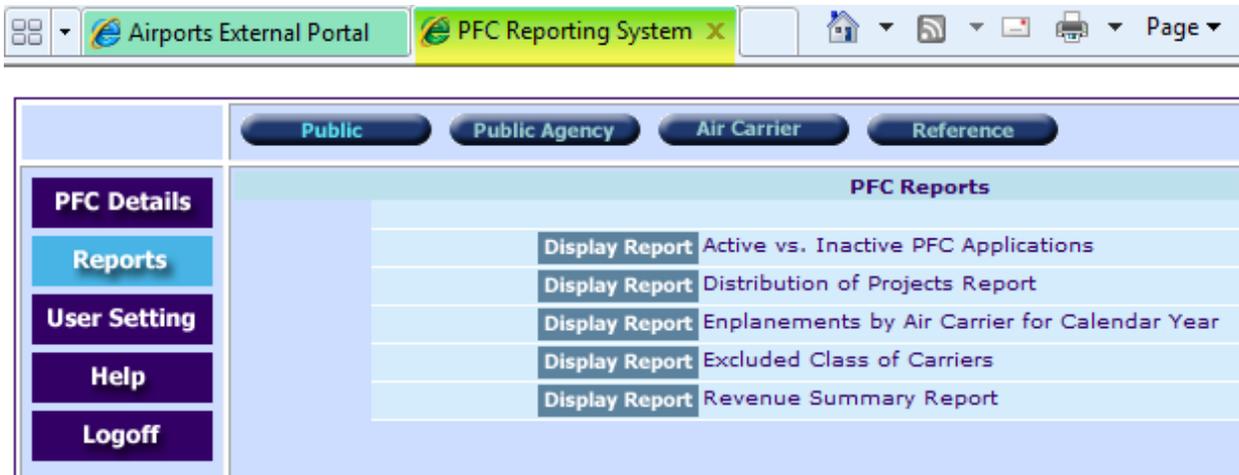
- a. On the login screen, you will see a “**LOGIN**” box in the upper right of the screen. Enter your **username** and **password** in those, and then select “**LOGIN**” (figure above).

3. The AEP main screen displays (figure below).



a. In the upper left of the screen, select “PFC” (figure above).

4. The PFC Reporting System will open to the “Reports” screen in a new web page (figure below).



Expired or forgotten password

1. Go to the AEP login screen as described above under “Logging on” (figure below).

- a. Select the “**Forgot Username/Password**” link, which is under the “LOGIN” button (See figure above).
2. A Forgot Password/Forgot Username screen then appears (figure below).

- a. If you have forgotten your password, enter your username, select a security question and then provide the answer in the fields provided. Also, enter the code shown in the upper right of the screen in the field provided. Then select “Submit” (see figure above).
 - b. If you have forgotten your username, click on “**Forgot Username**”, then enter your E-mail address, select a security question and then provide the answer in the fields provided. Also, enter the code shown in the upper right of the screen in the field provided. Then select “Submit” (see figure above).
3. The system then sends you an email message with your new password or existing username, depending on which one you requested, to use to logon to the system.

Entering quarterly PFC financial data, project dates

1. Logon to the PFC Reporting System as described above under "[logging on](#)".
2. Select "PFC Details" on the left hand side (see figure below).



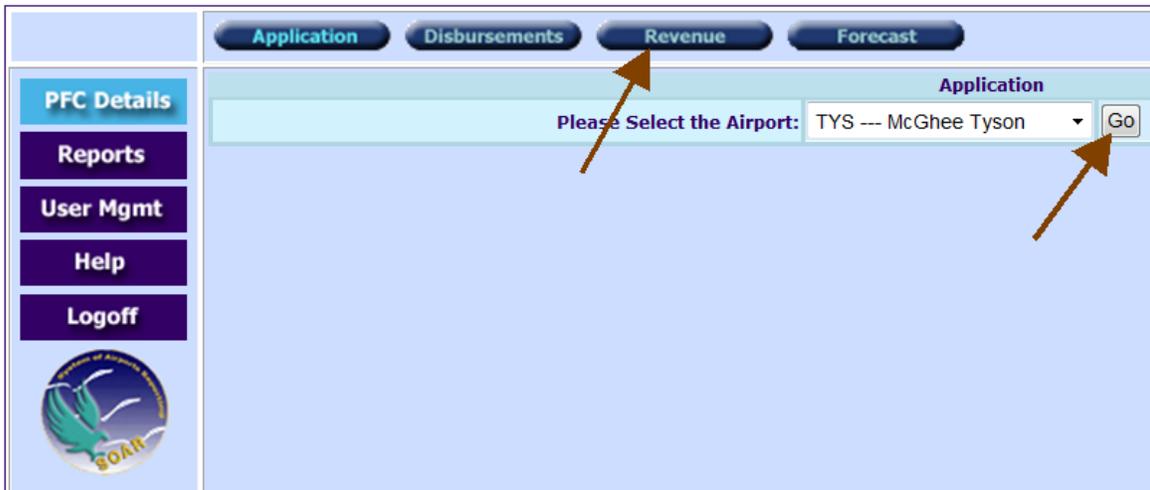
3. The PFC Details screen will display (figure below).



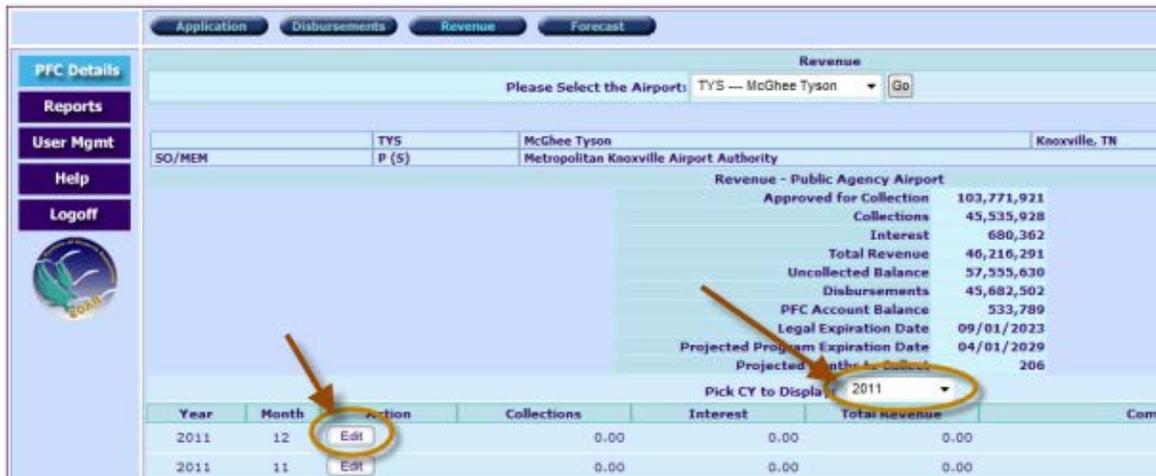
4. To enter your quarterly PFC collections:

- a. Select the “**Revenue**” button at the top of your “PFC Details” screen, and then select the “**Go**” button to the right of your airport name. (See figure below).

Note: if you have more than one airport where you are collecting PFCs, you will also need to select the airport name in the drop box to the right of “Please Select the Airport”.



- b. You will now see the Revenue screen for your airport. Here's an example:



- c. Make sure that the “Pick CY to Display:” field shows the correct calendar year (see figure above), and then click on the “**Edit**” button for the month in which you want to enter data.

- 1) You may enter data for each month, or if you prefer, you may combine the data for all three months of a calendar quarter and enter it for the final month of the quarter. For example, for the fourth quarter

of CY 2011, you may sum the October, November and December data and enter it for December 2011.

- 2) Enter the PFC revenue you received from the airlines during the quarter in the "Collections" column, and any interest you earned on PFC revenue during the quarter in the "Interest" column.

5. To enter your quarterly PFC disbursements and update project dates:

- a. Select the "**Disbursements**" button at the top of your "PFC Details" screen, and then select the "Go" button to the right of your airport name. (See figure below)

Note: if you have more than one airport where you are collecting PFCs, you will also need to select the airport name in the drop box to the right of "Please Select the Airport:"



IMPORTANT: If you see a warning screen like the one below when you *first* open the Disbursements screen, you **MUST** update the project implementation and/or physical completion dates for those projects listed on the screen before SOAR will save any of the disbursement data you enter during the current session.

If you do not update the dates for the project(s) before ending your session, your data will be lost and you will have to reenter it.



Proceed to the Disbursements screen by clicking on the “**Proceed**” button, but you must update the dates for the projects listed on this screen once you get to the Disbursement screen or your disbursement data will not be saved.

You will now see the Disbursements screen for your airport. Here’s an example:



- b. Make sure the correct calendar quarter is displayed in the “Quarter End Date” field (see above), and then click on the “**Edit**” button for the project for which you want to enter data.

- 1) Enter your disbursements for the project during the calendar quarter in the column labeled “Current Quarter” (figure above).

IMPORTANT: if the project is funded from other sources besides PFC revenue, only enter the amount of PFC revenue spent on the project during the quarter, NOT the total amount of funds expended on the project.

- 2) If appropriate, update the project “Implementation” and/or “Physical Completion” dates in the appropriate columns and select “A” (for actual) or “E” (for estimated) in the drop-down box next to the date field.

IMPORTANT: DO NOT enter a date in the “Financial Completion” date field until the project is financially complete, meaning you will not need to enter any other disbursements for the project in the future.

Once you enter a date in this field, that project will no longer display on the Disbursement screen.

If you have entered and saved a financial completion date in error, contact your FAA Regional/ADO representative for help.

IMPORTANT – UPDATE INDICATOR: if you see a small red asterisk (*) next to the “App-Proj” (project number) on the Disbursements screen (see the figure below), you must update the project implementation and/or physical completion dates for that project *before* SOAR will save any of the disbursement data you enter during the current session.

If you do not update the dates for the project(s), your data will be lost and you will have to reenter it.

App-Proj	Action	PA Title
02-001 *	<input type="button" value="Edit"/>	Study, Design and Constr Runway Pavement 8-26
02-002	<input type="button" value="Edit"/>	Expand Passenger Termin.
02-003	<input type="button" value="Edit"/>	Rehabilitate Apron Slabs

- c. Once you have finished updating the disbursements and dates for the project, select the “**Save**” button in the “Action” column to the left of the “PA Title” (project title) (see figure below).

App-Proj	Action	PA Title
06-001		Terminal con:
07-001		PFC Administ
07-002	<input type="button" value="Save"/> <input type="button" value="Cancel"/>	Terminal Imp

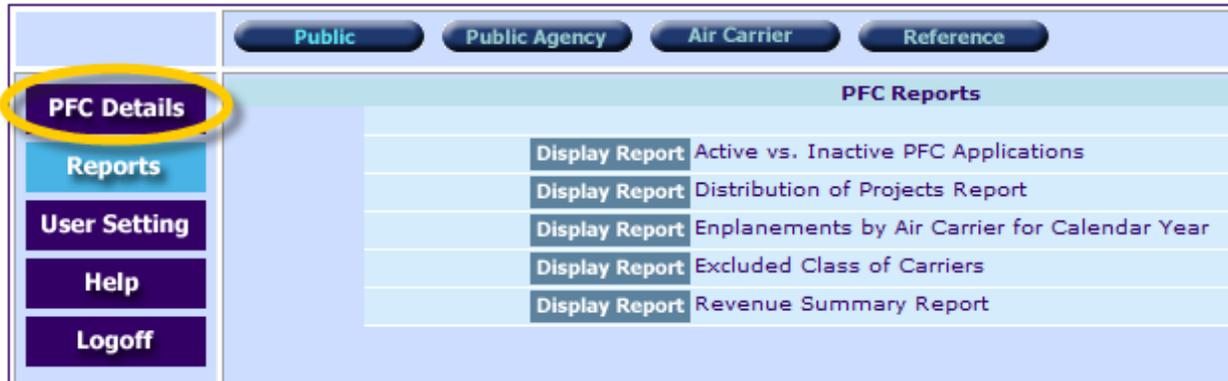
- d. Repeat the above steps for each project for which you need to enter disbursement data and/or update project dates for the calendar quarter.

If you don't see one or more of your projects on the Disbursement screen, you may have too many projects to fit on a single screen. You can see the remainder of your projects by clicking on the “**Next Page**” button just above the upper right portion of the project list (see below):

Augusta, GA			
City of Augusta			
<input type="button" value="Next Page >>"/>			
ent Quarter	Cumulative	Total Proj Cost	Amc Appr

PFC Application status

1. Logon to the PFC Reporting System as described above under “Logging on.”
2. Select “PFC Details” on the left hand side (see figure below).



3. The PFC Details screen will display (figure below).



- Select the **“Application”** button at the top of the PFC Details screen, then click on **“Go”** (see figure above). This displays the Application screen (see figure below).

Tip: If you have more than one airport at which you are collecting PFCs, select the airport you want in the drop-down box to the right of “Please Select the Airport:”

The screenshot shows the 'Application' screen with a navigation menu on the left (PFC Details, Reports, User Mgmt, Help, Logoff) and a main content area. At the top, there are tabs for 'Application', 'Disbursements', 'Revenue', and 'Forecast'. Below the tabs, there is a dropdown menu for 'Please Select the Airport:' set to 'TYS -- McGehee Tyson' and a 'Go' button. The main content area displays a table of application data and summary statistics.

App Nbr	Application	Decision	Status	Effective	Expiration	Projected Expiration	Imposed	Approved Use	Financial Disbursed
2003-07-C		09/16/2003	AP	07/01/2022	09/01/2023	04/01/2029	4,691,627	4,691,627	1,568,820.00
1998-06-C		06/26/1998	AP	05/01/1999	07/01/2022	10/01/2027	91,108,707	91,108,707	36,142,294.94
1997-05-C		09/11/1997	CL	06/01/1998	05/01/1999		1,467,737	1,467,737	1,467,737.00
1997-04-U		02/28/1997	CL				0	499,635	499,635.00
1997-03-C		02/26/1997	CL	05/01/1997	06/01/1998		1,497,864	1,497,864	1,497,864.00
1996-02-C		11/04/1996	CL	02/01/1997	05/01/1997		552,931	552,931	552,931.00
1993-01-C		10/06/1993	CL	01/01/1994	02/01/1997		4,453,055	3,753,400	3,753,400.00

Last Data as of	12/31/2011	Approved for Collection	103,771,921
Last PA Update	10/26/2011	Collections	45,535,928
Last Updated By	mlong	Interest	680,362
Next Update Due	03/31/2012	Total Revenue	46,216,291
Last Audit Report Received by FAA		Uncollected Balance	57,555,630
Next Audit Report Due to FAA NLT	09/30/2012	Disbursements	45,682,502
PA Fiscal Year Month End		PFC Account Balance	533,789
		Legal Expiration Date	09/01/2023
		Projected Program Expiration Date	04/01/2029
		Projected Months to Collect	206

The Application screen contains basic data about the status of your approved PFC applications, total PFC revenue approved, total PFC revenue collected and disbursed, etc.

Running PFC reports

- Logon to the PFC Reporting System (as above, under “Logging on”). The PFC Reporting System opens in a new web page to the “Reports” screen (figure below).

The screenshot shows the 'PFC Reports' screen with a navigation menu on the left (PFC Details, Reports, User Setting, Help, Logoff) and a main content area. At the top, there are tabs for 'Public', 'Public Agency', 'Air Carrier', and 'Reference'. Below the tabs, there is a dropdown menu for 'Please Select the Airport:' set to 'TYS -- McGehee Tyson' and a 'Go' button. The main content area displays a list of report options.

Display Report	Report Name
Display Report	Active vs. Inactive PFC Applications
Display Report	Distribution of Projects Report
Display Report	Enplanements by Air Carrier for Calendar Year
Display Report	Excluded Class of Carriers
Display Report	Revenue Summary Report

2. The buttons at the top of the Report screen labeled “Public,” “Public Agency,” “Air Carrier,” and “Reference” refer to different groups of reports that you can run.

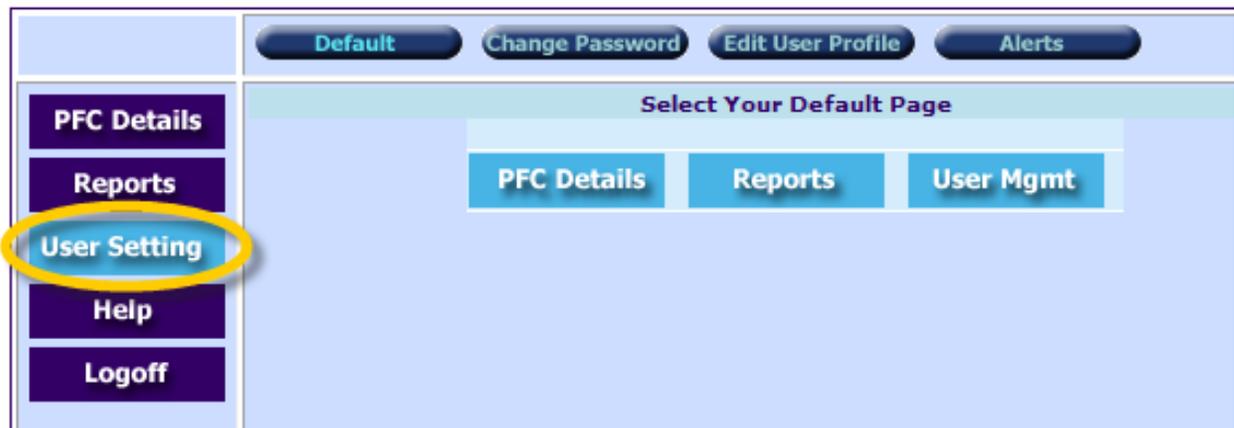
Click on any one of these to see the reports in that group. For example, if you click on the “Air Carrier” button, you will see the following Air Carrier reports that you can run.

Click on “**Display Report**” (image below) to run the related report.



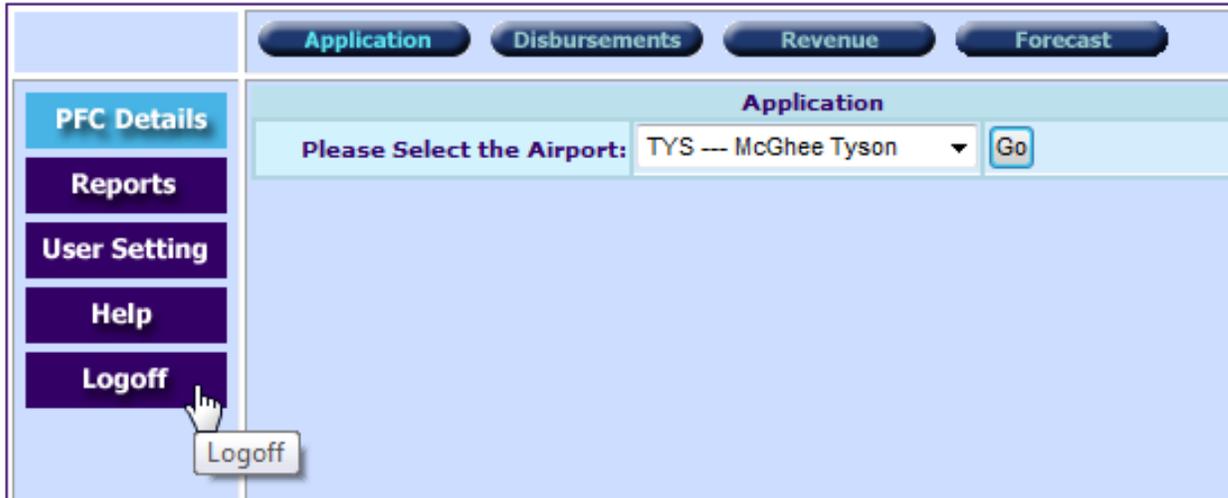
Changing your defaults, password, or user profile

1. While logged in to the PFC Reporting System, select the “**User Setting**” button on the left side menu (see figure below).
2. This will take you to the User Management screen (see below).
Select a button at the top of the screen to take one of the below actions.
 - Select your “default” screen (the screen that initially appears when you log on)
 - Change your password
 - Edit your user profile
 - Set alerts (e-mail notifications)

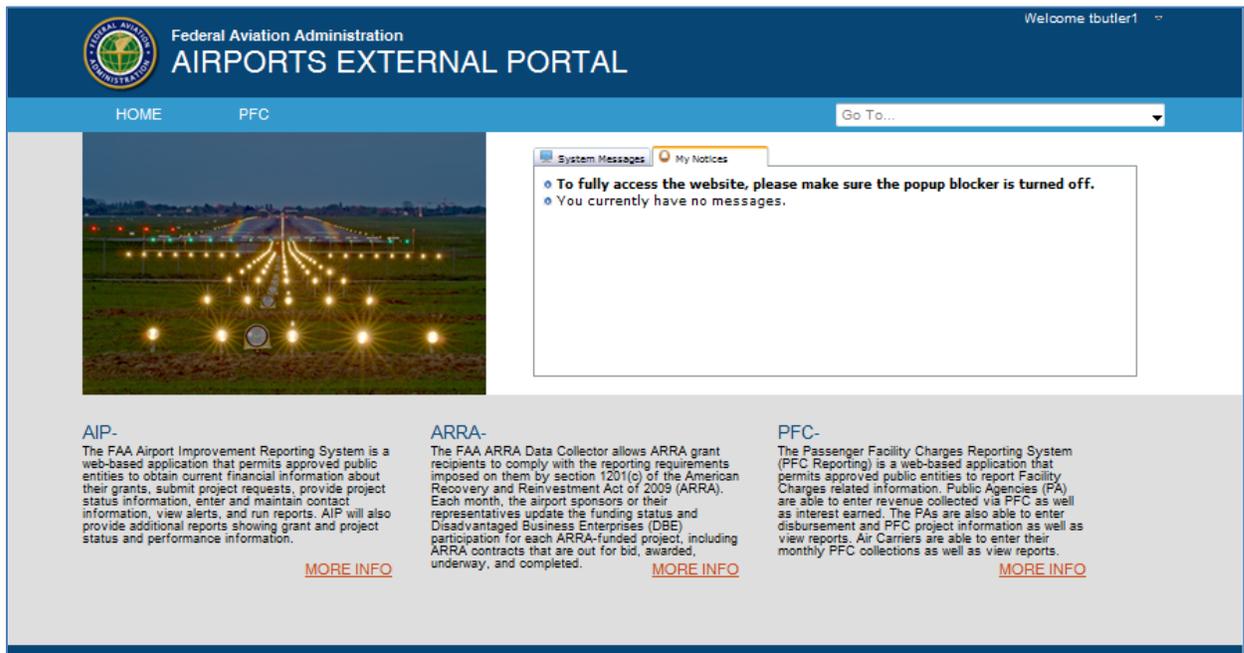


Logging Off

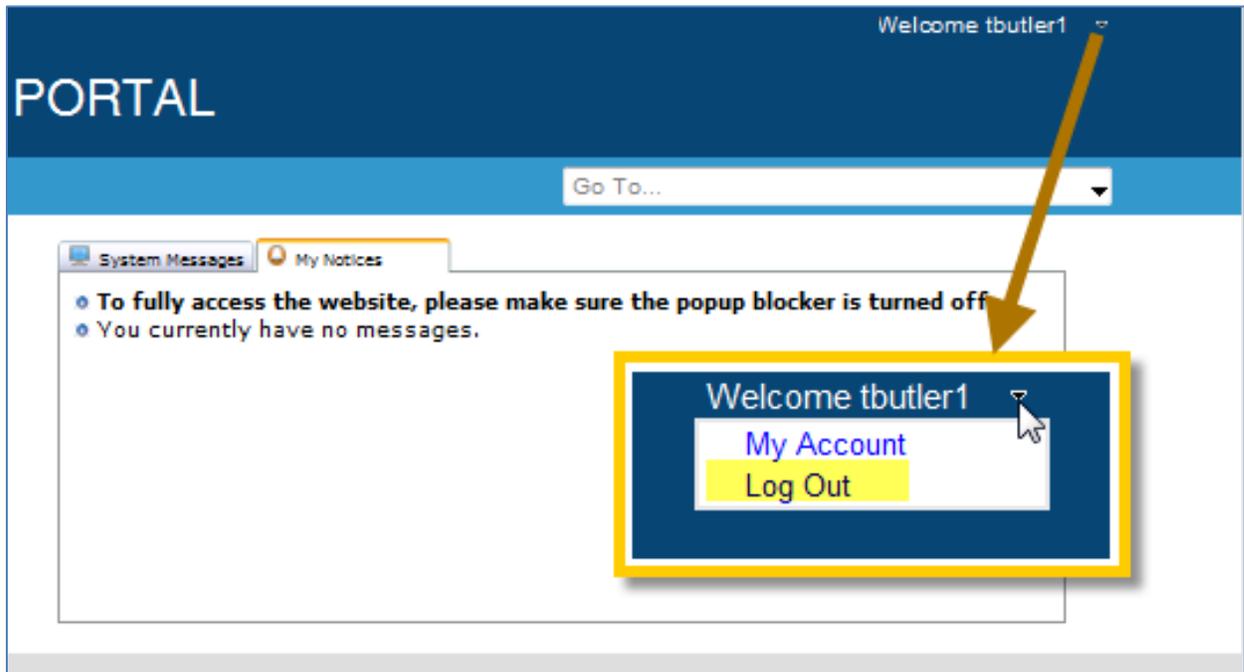
1. From anywhere in the PFC Reporting System, select the “**Logoff**” button on the left hand side of the screen (see figure below).



2. The AEP Main screen displays (see below).



3. Select the small arrow next to your name in the upper right hand corner of the screen, and then select **“Log Out”** in the drop-down box that appears (see figure below).



4. The system logs you out of the PFC Reporting System and the AEP, and the AEP warning screen displays.