

Passenger Facility Charge Workshop

Expectations for PFC Applications/Amendments/43C

Prepared for: 2015 PFC Workshop
Fort Worth, Texas

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Southwest Region Airports Division

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Federal Aviation
Administration



Today's Agenda

1. Expectations for PFC Application.
2. Expectations for PFC Amendment.
3. Expectations for PFC 43C.

Expectations for PFC Application

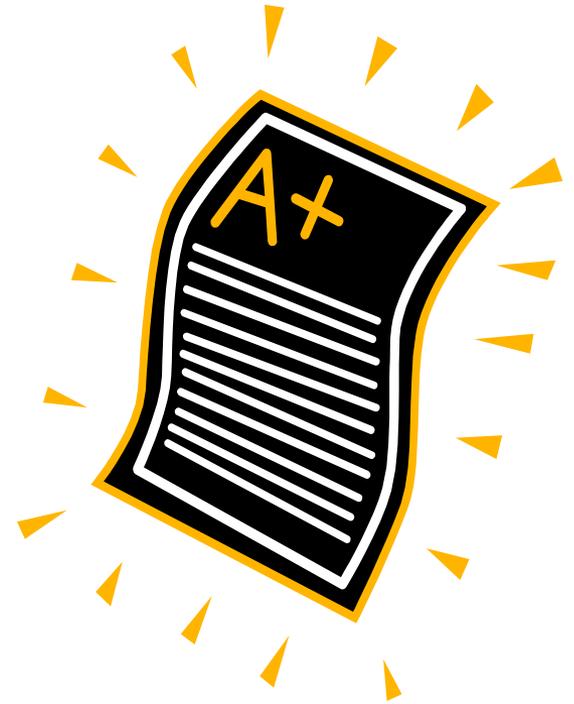


Expectations for PFC Application

1. All the right forms
2. Accurate, complete data

And most important...

3. Draft coordination!



All the Right Forms

Hub Airports

1. FAA Form 5500-1 (Application Form)
2. Project Information (Attachment B)
3. Air Carrier Consultation and Public Notice Info
4. Request for Excluded Class(es) of Carriers
5. Alternative Uses/Projects (if applicable)
6. Competition Plan Approval
7. ALP/Airspace/Environmental (Attachment G)

Non-Hub Airports

1. FAA Form 5500-1 (Application Form)
2. Air Carrier Consultation and Public Notice Info
3. Request for Excluded Class(es) of Carriers
4. Alternative Uses/Projects (if applicable)
5. Notice of Intent Project Information (Attachment H)



Application Form



1. Version: Use the updated 09/27/2010 version (expires 8/31/2013)

2. Availability: The form is available on the Airports website

3. Instructions: The instructions are also on our website

Federal Aviation Administration U.S. Department of Transportation		PASSENGER FACILITY CHARGE (PFC) APPLICATION		
1. Application Type (Check all that apply) <input type="checkbox"/> a. Impose PFC Charges <input type="checkbox"/> b. Use PFC Revenue <input type="checkbox"/> c. Amend PFC No.		FAA USE ONLY Date Received _____ PFC Number _____		
PART I				
2. Public Agency Name, Address, and Contact Person Agency Name _____ Address _____ City, State, ZIP _____ Contact Person _____		3. Airport(s) to Use _____		4. Consultation Dates a. Date of Written Notice to Air Carriers: _____ b. Date of Consultation Meeting with Air Carriers: _____ c. Date of Public Notice _____
PART II				
5. Charges				
a. Airport to Impose	b. Level <input type="checkbox"/> \$1.00 <input type="checkbox"/> \$2.00 <input type="checkbox"/> \$3.00 <input type="checkbox"/> \$4.00 <input type="checkbox"/> \$4.50	c. Total Estimated PFC Revenue by Level Impose _____ Use _____	d. Proposed Effective Date: _____	e. Estimated Expiration Date: _____
PART III				
6. Attachments (Check all that Apply)				
a. Attached	Submitted with Application Number	Document		
b. <input type="checkbox"/>	_____	Airport Capital Improvement Plan		
c. <input type="checkbox"/>	_____	Project Information (Attachment B)		
d. <input type="checkbox"/>	_____	Air Carrier Consultation and Public Notice Information		
e. <input type="checkbox"/>	_____	Request to Exclude Class(es) of Carriers		
f. <input type="checkbox"/>	_____	Alternative Uses/Projects		
g. <input type="checkbox"/>	_____	Competition Plan/Update		
h. <input type="checkbox"/>	_____	ALP/Airspace/Environmental		
i. <input type="checkbox"/>	_____	Notice of Intent Project Information		
PART IV				
7. With respect to this PFC application I hereby certify as follows: To the best of my knowledge and belief, all data in this application are true and correct. This application has been duly authorized by the governing body of the public agency. The public agency will comply with the assurances (Appendix A to Part 158) if the application is approved. For those projects for which approval to use PFC revenue is requested, all applicable ALP approvals, airspace determinations, and environmental reviews required by the National Environmental Policy Act have been completed. If required, the public agency has submitted a competition plan in accordance with 49 U.S.C. 47106(f); and If required by 49 U.S.C. 40117(d)(4), adequate provision for financing the airside needs, including runways, taxiways, aprons, and gates, has been made by the public agency.				
a. Typed Name of Authorized Representative	b. Title	c. Telephone Number		
	d. E-mail Address	e. Fax Number		
f. Signature of Authorized Representative		g. Date Signed		
<small>Paperwork Reduction Act Statement: This form is the FAA's primary source for collecting information for the authority to collect PFC revenue for airport development. This information is used to determine the eligibility and justification of airport development projects regarding safety, security, or capacity of the national air transportation system; or which reduce noise or mitigate noise impacts resulting from an airport; or furnish opportunities for enhanced competition between or among air carriers. It is estimated that it will take approximately 5-80 hours to fill out the application depending on the complexity. The use of the form is required to obtain FAA approval of authority to collect PFC revenue (49 U.S.C. 40117(c)). No assurance of confidentiality is necessary or provided. It should be noted that an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection of information is 2120-0557. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave. SW, Washington, DC, 20591, Attn: Information Collections Clearance Officer, AIO-20.</small>				

FAA Form 5500-1 (8-10) Supersedes Previous Edition



Application Form - Tips

1. **Math:** Does everything add up correctly?
2. **Consultation Date:** Is your consultation meeting at least 30 days after the notice? Is it at least 30 days, but no more than 6 months before application submittal?
3. **Public Notice:** Did you notify the public at least 30 days, but no more than 6 months, before application submittal?
4. **Effective Date:** Does your proposed effective date match the approved expiration date of the last application?

Project Information

Attachment B

1. **Hub Airports**
2. **Version:** Use the 09/27/2010 version available on our website.
3. **Instructions:** The instructions are also on our website. **READ THEM!** They contain important info.

PFC APPLICATION NUMBER:

ATTACHMENT B: PROJECT INFORMATION

1. Project Title:
2. Project Number
3. Use Airport of Project:
4. Project Type
 Impose Only:
 Concurrent:
 Use Only:
Link to application:
5. Level of Collection:
 \$1.00 \$4.00
 \$2.00 \$4.50
 \$3.00
6. Financing Plan
PFC Funds: Pay-as-you-go \$
Bond Capital \$
Bond Financing & Interest \$

Subtotal PFC Funds*: \$
If amount is over \$10 million, include cost details sufficient to identify eligible and ineligible costs.
Existing AIP Funds:
Grant # Grant Funds in Project \$

Subtotal Existing AIP Funds: \$

Anticipated AIP Funds (List Each Year Separately):
Fiscal Year: Entitlement \$ Discretionary \$ Total \$

Subtotal Anticipated AIP Funds: \$

Other Funds:
State Grants \$
Local Funds \$

Revised 8/31/2010



Attachment B – Tricky Sections

- 1. Title:** Do not use the same title for more than one project – differentiate them.
- 2. Description:** Be specific about what you are doing. Someone whom is not familiar with the airport should be able to understand. Drawings are very useful and important.
- 3. Justification:** Key and is always required! Include PCIs and age for pavement, age of equipment, TSA letter for security projects, etc.



Attachment B – Tricky Sections

- 1. Significant Contribution:** Please review the options and write the significant contribution to specifically show how one or more of the options can be met. Only required for projects being requested at the \$4 or \$4.50 level at a large or medium hub airport.
- 2. Objective:** Please look at the options and write the objective to specifically show how one or more of the options can be met (tell a story).
- 3. Eligibility:** Figure this out with your Regional PFC Specialist and ADO way **before** you even consider consulting with the airlines or submitting an application.
- 4. Implementation Date:** You have to implement within 2 years of approval! You have up to five years if it is an impose only project.



Attachment B – Tricky Sections

1. **Level of Collection:** Make sure you talk to the Regional PFC Specialist and ADO regarding what level the project is eligible to collect at. Only the projects meeting the following criteria are eligible for \$4.50:
 - **AIP Funding:** Cannot reasonably expected to be funded with AIP
 - **Airside Needs:** For surface transportation and terminal projects, adequate provisions have been made for airside needs.
 - **Significant Contribution:** The project must meet the significant contribution test.

Attachment B – Tricky Sections

- 1. Air Carrier Certification:** You need to list all of the carriers. Include copies of all agreement and disagreement certifications. For disagreement, include a summary of the disagreement and don't just cite regulations for your reason for going forward.
- 2. Financial Plan:** All AIP funding information should be obtained directly from the ADO. Make sure your numbers add up correctly. Make sure to fill in **all** of the required sections – especially if your project is over \$10 million or is at the \$4.50 collection level. Note: You need extremely detailed financial information for projects over \$10 million.
- 3. Backup Plan:** Needed if proposed AIP discretionary funds are involved, for a project phasing plan, and if a Letter of Intent is proposed or included.



Notice of Intent Project Information (Attachment H)

- 1. Non-Hubs Only:** Not needed for hub airports.
- 2. Version:** Use the version included on our website.
- 3. Tabs:** Make sure to fill in all five tabs.
- 4. Coordination with ADO:** This is very important because we don't have time to go back and get more info.

ATTACHMENT H

Fill in all shaded areas, and break projects into major component

Public Agency:
 Location:
 Impose Airport:
 Use Airport(s):

P# No	Project Title	PFC Level	PFC Revenue Requested			Total PFC	AIP Funds	Grant No.	Other Revenue	Total Project Cost	Project Type
			Pay-as-you-go	Bond Capital	Financing						
1	Project Name	\$	\$	\$	\$	\$ -	\$0		\$0	\$0	Select
2	Project Name	\$	\$	\$	\$	\$ -	\$0		\$0	\$0	Select
3						\$ -	\$0		\$0	\$0	Select
4						\$ -	\$0		\$0	\$0	Select
5						\$ -					Select
6						\$ -					Select
7						\$ -					Select
8						\$ -					Select
9						\$ -					Select
10						\$ -					Select
11						\$ -					Select
12						\$ -					Select
13						\$ -					Select
14						\$ -					Select
15						\$ -					Select
16						\$ -					Select
17						\$ -					Select
18						\$ -					Select
19						\$ -					Select
20						\$ -					Select
Notice Total:			\$0	\$0	\$0	\$ -					

Proposed Excluded Classes of Carrier

Attachment H - Tips

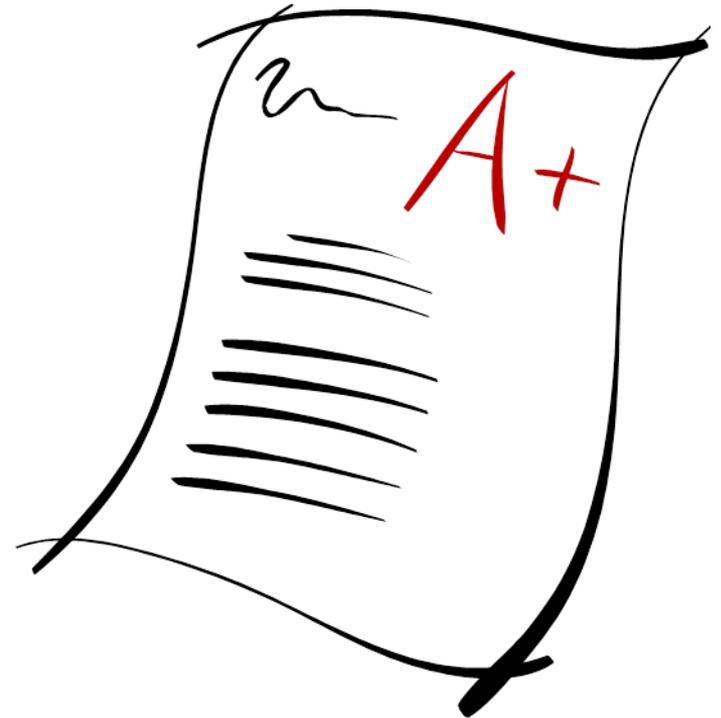
- 1. Amount of Detail:** Make sure your projects are well defined and the justifications are thorough. There is no substantially complete process – we have to rule on what you submit!!!
- 2. Drawings:** Highly encouraged!
- 3. Environmental Approvals:** Submittals of approvals are also highly encouraged! Makes it easier on all involved.



***...recommend coordinating drafts with the
Regional PFC Specialist!!***

Expectations for PFC Amendment

1. Correct Reasons
 2. Right Level of Consultation
 3. All the Right Info
- And most important...*
4. Draft Coordination!!!!



Correct Reasons

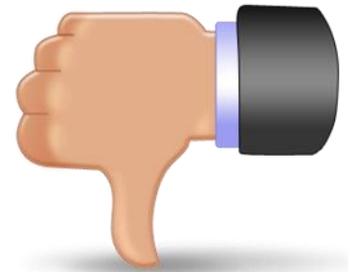
1. You can amend an application to:

- Change the level of collection
- Change the collection amount
- Delete an approved project
- Change the excluded class of carriers



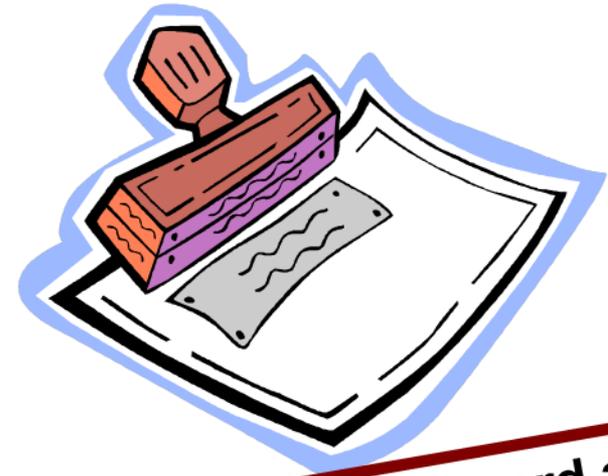
2. You CANNOT amend an application to:

- Add a project
- Change a project to a different facility type
- Alter a project to accomplish a different purpose



Draft Amendment Coordination

- **Consultation:** This is tricky. Double check with your Regional PFC Specialist to determine if it is necessary.
- **Collection Levels:** This is also tricky. If you have some applications at \$3.00 and some at \$4.50, **please** talk to your Regional PFC Specialist and ADO before requesting an amendment.
- **Collection Levels:** This is also tricky if you are collecting at \$4.50 and not all of your projects are approved at \$4.50. You can go below the required 33% and lose your \$4.50 collection ability.



Not as straight forward as it may seem!

All the Right Forms

Hub Airports

1. FAA Form 5500-1 (Application Form)
2. Project Information (Attachment B)
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4. Request for Excluded Class(es) of Carriers
5. ALP/Airspace/Environmental (Attachment G)
6. Amendment Request Form

Non-Hub Airports

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5. Amendment Request Form



Amendment Request Form

Amendment Request Form Report

Selection Criteria: Region: SW, State: TX, LOCID: ACT, Application: 15-06-C-00-ACT

ACT	Waco Regional	Waco, TX	
SW/TEX	P (N)	City of Waco	
Application Number:	15-06-C-00-ACT		
Application Status:	Acknowledged		
Approved Collection Amount:	536,816	Legal Chg Eff Dt:	1/1/2016
Approved Use Amount:	536,816	Legal Chg Exp Dt:	5/1/2018
		<i>Current</i>	
		<i>Amended</i>	

Projects

Proj Nbr	Amd Nbr	PA Title	S	T	PFC Lvl	Approved Collection Amount			PFC Total	Proj Total	Phy Start Date	Phy Comp Date	Financial Completion Dt
						Pay as you go	Bond capital	Financing & Interest					
06-001		Design taxiway bravo realignment	A	C	4.50	41,816	0	0	41,816	418,156	7/15/2014	4/30/2015	
06-002		Construct taxiway bravo realignment -	A	C	4.50	536,000	0	0	536,000	4,824,000	3/1/2015	2/15/2016	
06-003		PFC program application and	A	C	4.50	19,000	0	0	19,000	13,000	3/1/2015	7/31/2016	



Public

Public Agency

Air Carrier

Reference

PFC PA Status Reports

PFC Details

Reports

User Mgmt

Help

Logoff



Reports Screen

- Display Report Users Guide
- Display Report Closeout - Application Report
- Display Report Closeout - Project Physical Completion Certification
- Display Report Cumulative Program Total Authorities Including Disbursements
- Display Report Active vs. Inactive PFC Applications
- Display Report Enplanements by Air Carrier for Calendar Year
- Display Report Public Agency Quarterly Report
- Display Report Decision Summary Report
- Display Report Amendment Request Form Report
- Display Report Past Due Estimated Date Report
- Display Report Program Summary Overview Report
- Display Report Applications Summary Report
- Display Report Audit Detail Review Report
- Display Report Audit Summary Review Report
- Display Report Terminal Projects
- Display Report Delinquent Report
- Display Report Revenue Report
- Display Report Programmatic Warnings Report
- Display Report Revenue Summary Report
- Display Report Excluded Class of Carriers
- Display Report Project Financial Status Report
- Display Report Air Carrier Contact List



Expectations for PFC 43C

1. Current application being collected on
2. Less than 30 days, cannot process.



Sample of a 43C Request

Dear Mr. Smith,

The Dallas / Fort Worth International Airport Board for Dallas / Fort Worth International Airport (DFW) requests a change in the charge expiration date for PFC Application No. 12-06-C- 00-DFW from January 1, 2016 to January 1, 2018.

This change is being requested due to actual collections being:

- Faster than anticipated, or
- Slower than anticipated

The End



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