

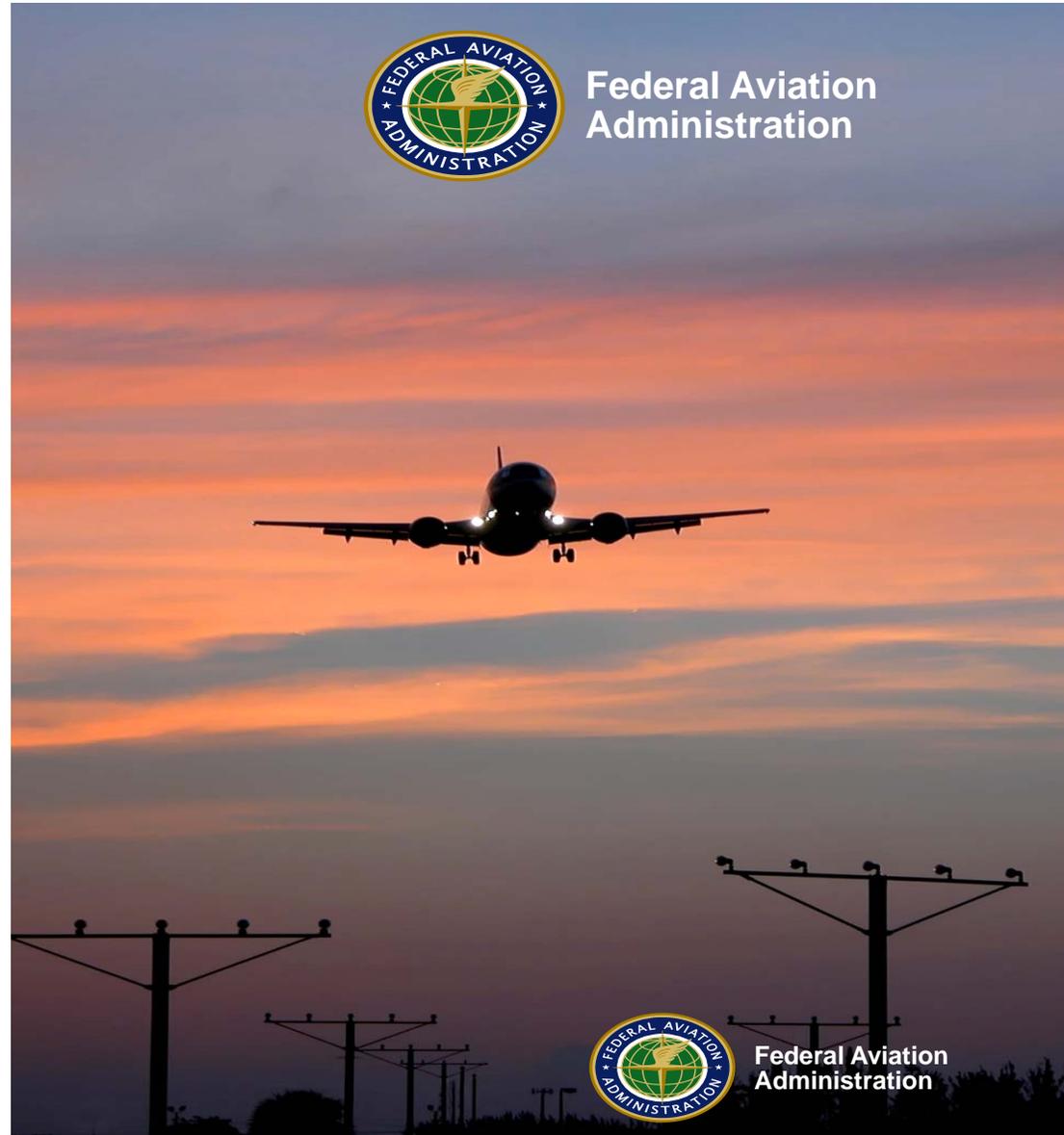
Planning and Financial

Passenger Facility Charge

Prepared for: 2018 Southwest Region
Airport Conference

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ASW - 610

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Types of Applications

- **Two processes:**
 - Small, Medium and Large Hub Airports
 - Traditional Application – all appropriate forms are required.
 - Non-Hub Airports
 - “Notice of Intent” – streamlined – limited forms required.



PFC Process Considerations

- **For applications (large, medium, and small hub airports), the public agency applies to the FAA for a PFC.**
 - FAA has 120 days to issue a decision.
 - Applications require a higher level of specific project and program detail than notices.
- **For letters of acknowledgement (non-hub airports), the public agency provides notice to the FAA.**
 - FAA has 30 days to issue its acknowledgement.



All the Right Forms

Hub Airports

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



All the Right Forms

Non-Hub Airports

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



Application Form

- Version: Use the updated 08/31/2017 version (expires 09/30/2017).
- Availability: The form is available on the Airports website.
- Instructions: The instructions are also on our website.

OMB Approved 2120-0687
Exp. 9/30/2017

 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 _____ Impose _____ Use _____
		d. Proposed Effective Date: _____	e. Estimated Expiration Date: _____
PART III			
6. Attachments (Check all that Apply)			
a. Attached <input type="checkbox"/> Submitted with Application Number <input type="checkbox"/> Document _____ b. <input type="checkbox"/> _____ Airport Capital Improvement Plan c. <input type="checkbox"/> _____ Project (Proposed) (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 _____		d. Title _____	e. Telephone Number _____
		d. E-mail Address _____	e. Fax Number _____
f. Signature of Authorized Representative _____		g. Date Signed _____	
<small>Paperwork Reduction Act Burden Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0687. Public reporting for this collection of information is estimated to average approximately 9-10 hours per response, depending on the complexity of the PFC collection. The use of the form is required to obtain FAA approval of authority to collect PFC revenue (49 U.S.C. 40117(c)). The FAA will use collected data to determine eligibility for collecting PFC revenues for airport development projects related to 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. No assurance of confidentiality is necessary or provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave., SW, Washington, DC 20591. Attn: Information Collection Clearance Officer, ASP-110.</small>			

FAA Form 5500-1 (8-17) Supersedes Previous Edition



Federal Aviation Administration

Application Form - Tips

- **Math:** Does everything add up correctly?
- **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?
- **Public Notice:** Did you notify the public at least 30 days, but no more than 6 months, before application submittal?
- **Effective Date:** Does your proposed effective date match the approved expiration date of the last application?



Project Information Attachment B

- **Hub Airports**
- **Version:** Use the 9/27/2010 version available on our website.
- **Instructions:** The instructions are also on our website. **READ THEM!** They contain important information.

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



Federal Aviation
Administration

Attachment B – Tricky Sections

- **Title:** Do not use the same title for more than one project – differentiate them.
- **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.
- **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

- **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.
- **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).



Attachment B – Tricky Sections

- **Eligibility:** Figure this out with your Regional PFC Specialist and ADO way before you even consider consulting with the airlines or submitting an application.
- **Implementation Date:** You have to implement within 2 years of approval!



Attachment B – Tricky Sections

- **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.
- **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.
- **Backup Plan:** Needed if proposed AIP discretionary fund are involved, for a project phasing plan, and if an Letters of Intent is proposed or included.



Notice of Intent Project Information (Attachment B)

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

ATTACHMENT H

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

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

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

Proposed Excluded Class(es) of Carrier:



Attachment H - Tips

- **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!!!
- **Drawings:** Highly encouraged!
- **Environmental Approvals:** Submittals of approvals are also highly encouraged! Makes it easier on all involved.



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



Questions?

