



# Federal Aviation Administration

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## Memorandum

Date: November 14, 2007

To: All Regional Airports Division Managers and AMA-620  
Attention: PFC Contacts

From: Manager, Financial Analysis and Passenger Facility Charge Branch, APP-510

Prepared by: Sheryl Scarborough, Management and Program Analyst, APP-510

Subject: PFC Update, PFC 53-08

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### **PFC 08-53.1. SOAR PFC Collections Data.**

APP-510 has been working with our SOAR contractor, L-3, to resolve issues with historical collections data that have arisen over the past 2 years. Any locations which had entries providing lump sum amounts of previous years collections have seen those lump sums distributed out to the appropriate years on a pro rata basis. This pro rata distribution may not conform to the public agency's records. In other cases, previous annual entries may have inadvertently been overwritten.

Since the PFC module came online, regions and ADO's have been able to make editorial changes to any PFC collection amount in order to correct any errors in the historical data. However the time has come to lock historic records and apply the business rule that was developed as a part of SOAR. L-3 has been instructed to permanently lock down the collections and interest data for Calendar Years 1992 through 2004 on February 14<sup>th</sup>, 2008. On each February 14<sup>th</sup> thereafter, the oldest year's collections data will be permanently locked (for example, on 2/14/2009, the 2005 calendar year collections data will be locked). This schedule will allow sufficient time for any corrections needed, as identified in the public agency's annual PFC audit, to be made.

Public agencies, Regions, and field offices have until January 31, 2008, to review and make corrections to PFC collections and interest data for Calendar Years 1992 through 2004. As a part of this effort, FAA personnel should make sure that there are no collections amounts entered for any time period prior to the location's initial charge effective date. A public agency may need to post collections for a short period of time after final collections authority has ceased to account for late remittances and/or ticket refunds but these late postings should not go beyond the completion of the public agency's audit conduct after collections authority has expired. APP-510 will review each location's collections data from February 1 through the 14<sup>th</sup> to ensure that there are no collections reported for any period prior to the initial charge effective date or more than a year after the final charge expiration date was reached. If APP-510 finds any

questionable collections data during this review that data will be removed from the system before February 14<sup>th</sup>.

### **PFC 08-53.2. PFC Application Forms.**

In May 2007, regional PFC contacts were notified that the updated PFC Forms had been approved by the Office of Management and Budget and were available on the ARP public web site. APP-510 has seen several recent submissions coming through various regions which are not using the new forms. It is very important that the new forms are used. For example, among other changes, the application form was revised to include blocks for the public notice process. The Attachment B now has the project cost certification language imbedded in the form so that the FAA does not have to produce memo to file certifications for each project.

Please make sure that everyone in your region who deals with PFCs and all of your public agencies are aware of the new forms. Any submission not using the appropriate forms (FAA Form 5500-1 and Attachment B dated March 2007, Attachments G and H undated) should be returned to the public agency with instructions to use the latest forms.

### **PFC 08-53.3. Decision Closures in SOAR.**

Please make sure that all FAA decisional documents such as the record of decision, final agency decision, non-hub acknowledgement letter, amendments, and 43c letters are uploaded in SOAR before the application status is changed to "Closed." After an application is closed, the FAA can no longer upload these documents. However, after an application is closed, any document which was uploaded is still accessible to the FAA.

### **PFC 08-53.4. Posted messages in SOAR.**

Please contact APP-510 before posting a message in SOAR asking L-3 to reopen a decision or amendment. Sheryl, Jane, and Dennis have limited ability to reopen a closed, approved, or disapproved decision and may be able to help more expeditiously than if you contact L-3.

### **PFC 08-53.5. Sequencing SOAR entries.**

As you are aware, SOAR generates a "causal" use application amendment when a linked impose project is amended. If you process an amendment to an application containing both concurrent and use only (linked) projects that amend both types of projects, SOAR will generate two amendment numbers, one for the concurrent actions and a second for the use only actions as the amendment action is on another impose application. SOAR will issue the amendment numbers based on the order the amendments are put into the system. Therefore, if you want to make sure the actions on the concurrent projects are identified as the earliest available amendment number for that application, you should enter the concurrent amendment first and the impose amendment for the other application (which will generate the causal use amendment) second.

If you have any questions on any of the above items, please contact Sheryl Scarborough, (202) 267-8825, Jane Johnson, (202) 267-5878, or Dennis Walsh, (202) 493-4890.

Joe Hebert

