



Federal Aviation Administration

Memorandum

Date: April 30, 2020

To: Office of Airports Regional Directors, AXX-600s; Airport Planning & Programming, AXX-610s; Airports District Office Managers, XXX-ADOs.

From: Robert J. Craven, Director
Office of Airport Planning and Programming, APP-1

Prepared by: Julieann Dwyer, Manager
Financial Analysis & Passenger Facility Charge, APP-510

Subject: PFC Update, PFC 74-20

This document includes information regarding digital signatures for FAA PFC documents and the receipt of public agency PFC submittal requests. It also provides best practices for handling and storing PFC documents. Finally, it includes questions and answers regarding the PFC consultation process along with a sample email to send to public agencies.

Digital Signature of PFC Documents

The PFC Program recognizes digital signatures as the equivalent of handwritten signatures.

The FAA's use of digital signatures is governed by FAA Order 1370.121, *FAA Information Security and Privacy Program & Policy*, dated December 23, 2016. Appendix 38, *Digital Signatures*:

The FAA authorizes the use of digital signatures as the preferred means of providing signatures for official FAA documents, forms, correspondence, and/or emails. By widely adopting the use of digital signatures, FAA can improve its efficiency, reduce or eliminate paper and paper filing requirements, and facilitate signatures among parties who are in different locations due to geography or telework status.

FAA Order 1370.121 further notes that:

- Digital signatures are the equivalent of handwritten signatures.
- The digital signature associated with the PIV card is "the only acceptable digital signature for signing FAA documents."

Pursuant to FAA Order 1370.121, APP-1 directs FAA personnel who administer the PFC program to use the following best practices when dealing with digitally signed electronic documents:

- Complete the template in Word and save the finished letter as a PDF file.
- Use the digital signature process to sign the letter (this guidance does not change the identity of the person responsible for executing documents).
- Inform APP-510 of the approval so it can be incorporated into the monthly report.
- At the next available opportunity, enter and upload all the information into SOAR.

Best Practices for handling and storing PFC submittals/documentations

APP-510 recommends the following best practices for handling and storing of PFC submittals/documentations.

- Please ensure the PFC submittal received is an authorized source from your public agency.
- Please ensure that any public agency that submits and signs PFC documents digitally has agreed to the following statement:

Please read the following information: By signing this document, you are agreeing that you have reviewed the following disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

- Use the date on the email as the date the FAA received PFC submittal.
- Use your current Airports Regional/District Office's practice to electronically store all PFC submittals.
- Filing PFC Application/Notice of Intent (NOI) submittals can be facilitated using the sample electronic subfolders below:

Sample electronic subfolders for each PFC Applications

1. FAA Decision/Acknowledgement
2. Decision Support
3. Clarifying Supplemental Information
4. Completeness Letter (as applicable)
5. FAA Review
6. Application/Notice of Intent
7. Drafts
8. 43 (c)'s
9. Amendments
10. Closeout
11. Miscellaneous
12. Carrier Notifications

Questions and Answers on consultation process:

- Consultation with air carriers is required by statute for both approval of traditional applications and acknowledgement under the streamlining pilot program. 49 U.S.C. §§ 40117(c)(2) and 40117(l)(2). This requirement cannot be waived.
- If the public agency wishes to proceed with the application or notification process, the public agency may use either a conference call or webinar for the consultation meeting.
- If the public agency consults electronically, it must provide a brief description of the process and content of the electronic consultation.
- If the public agency cannot conduct consultation electronically and has no immediate need to process a PFC Application/Notice of Intent, the public agency may consider delaying its PFC process until it can consult in person, by conference call, or by webinar.

Email to be sent to all public agencies

Dear Public Agency:

The FAA Office of Airports is committed to providing timely service and assistance. At this time, a number of FAA employees are not physically in the office, and the ability to receive hard copy submittals is limited. We encourage you to consider using electronic submittals. Please contact your Passenger Facility Charge Program Manager to inform them of incoming PFC submissions or with any questions or concerns.