

processing of PFC applications. The following additional procedures are to be followed by the ADO when processing PFC applications:

(1). Completeness letter, briefing paper, and Federal Register should be completed within 30 days of receiving PFC application. For all applications submittal of completeness letter, briefing paper, and Federal Register to the Region should be completed electronically using E-Mail. Completeness letter and briefing paper signatures will be electronically added using the /s/ name format. The recommended by ADO manager section of the briefing paper can not be re-delegated. AGL-610 will forward completeness letter and briefing paper to APP-530.

(2). The Region is delegated authority for PFC decisions where no opposing comments are received during the Federal Register review period. The respective ADO will prepare the Attachment B recommendations, draft ROD, and letter to the public agency. All documentation is to be transmitted by E-Mail to the Region within 80 days of receipt of the application. The Region will comment on the draft and return to the ADO by day 85. ADO will make needed corrections and transmit by E-Mail to the Region by day 90 for the signature of division manager. Opposing comments include originally submitted comments to the public agency through their consultation process and resubmitted to the FAA during the Federal Register review period. Public agencies should be encouraged to resolve comments received at consultation, prior to the Federal Register process.

(3). For PFC decisions retained by Headquarters, the respective ADO will submit to Region by E-Mail within 75 days of receipt of the application the following:

- (a). PFC Recommendation Form;
- (b). Attachment B recommendations;
- (c). PFC Alternative Use/Project Recommendation Form, when needed.

(4). For delegated decisions, the Region will fax a copy of the signed ROD to the ADO and public agency. The original will be mailed to the ADO. The ADO will continue to send the public agency an original fully approved copy for their files. The Region will send copies of the signed decision to APP-530, ACI, ATA, and IATA.

b. **Amendments:** The following procedures are to be followed by the ADO when processing PFC amendments:

(1). The ADO will ensure that the proper type of amendment has been instituted from documentation submitted by the public agency.

(2). Notice amendments can be issued by the public agency to decrease PFC level, decrease total net revenue to be collected, or increase total net revenue 15% or less. The 15% is computed on total amount approved for use within a given application. The notice should contain:

- (a). Public agency and imposing airport information;
- (b). Application being amended;

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PPM 5100.20

- (c). Project(s) being amended;
- (d). If applicable, date when decreased level is effective or new charge expiration date.

(3). For amendments which increase PFC revenue more than 15% or delete previously approved projects further consultation with the air carriers is required. The public agency is required to submit the following to the ADO:

- (a). PFC Application (FAA Form 5500-1);
- (b). Breakdown of proposed changes;
- (c). Evidence of consultation with carriers including agreement/disagreement. If disagreement reason for proceeding;
- (d). Justification for proposal.

(4). Notice amendments and amendments requiring further consultation, but have no carrier disagreement are approved by the ADO within 30 days of receipt of amendment. Amendments with carrier disagreement may be required to be published in the Federal Register and are approved by Headquarters from the ADO's recommendation. The ADO will electronically submit recommendation within 75 days of receipt of the amendment to AGL-610.

(5). Copy of the ADO's letter acknowledging notice or approving amendment with no carrier disagreement will be furnished by ADO to AGL-610, APP-530, and ATA.

(6). The ADO will also furnish a copy of the public agency's notice or amendment request to AGL-610.

c. **Waiver:** A waiver must be granted to 158.31(b) to allow a public agency to forego 60 day notification of air carriers after application approval to avoid an interruption in PFC collection.

(1). The public agency can only be granted a waiver for a follow on application.

(2). The public agency must discuss the waiver request at the consultation meeting and receive written agreement from air carriers serving the airport. Carriers not attending the meeting should be sent a letter requesting agreement/disagreement to waiver request (appendix 2). Agreement/disagreement documentation from the carriers must be included with the PFC application submittal.

d. **Extension:** An extension may be granted to a public agency to submit a use application, within 3 years of receiving impose authority.

(1). The public agency must place a notice in a local paper at least 30 days prior to its submission to the ADO. The notice should include information on the progress of the application, a revised schedule for submitting a use application, and the reasons for the delay.

(2). The public agency's package must be received in the ADO, 120 days prior to the charge expiration date. The request should include:

- (a). Revised schedule;
- (b). Reason(s) for delay;
- (c). Revised financial plan;
- (d). Summary of comments received from notice.

(3). The ADO will review the request for good cause, that revised schedule is satisfactory and the project(s) will be implemented within 5 years of the application's charge effective date, and that the extension will not result in excess collection.

(4). The ADO will submit a recommendation to the Region no later than 45 days from date of receipt of extension request for submission to APP-530. The recommendation will include:

- (a). Duration of extension;
- (b). Any narrative statements or calculations from review of request;
- (c). A draft approval/disapproval letter.

e. **Informal Resolution:** The ADO will initiate informal resolution with the public agency if the public agency has not implemented PFC project(s) 2 years after receiving use approval. The public agency should submit to the ADO corrective actions that will be taken and a new schedule for project(s) implementation. The ADO will issue a letter to the public agency notifying them that their resolution is adequate or request additional information. Letter will be signed by ADO manager and copy sent to AGL-610. ADO will coordinate with AGL-610 during the informal resolution process if there is significant controversy.

f. **Closeout:** A PFC closeout occurs after all projects and collections in the PFC application are completed in accordance with the provisions of the Act.

(1). The ADO should request that the public agency submit PFC Closeout Report (Appendix 5).

(2). Two copies of the closeout report should be sent to AGL-610. AGL-610 will furnish a copy to APP-530.

(3). The ADO will retain a copy of the approved ROD - - and closeout report in the ADO's PFC file. All other documents should be forwarded to the Records Center to be destroyed 20 years after the date of the closeout report.

g. **Program Oversight:** AGL-610 will provide data to ADO on a monthly basis for program oversight in:

(1). Impose only projects that will automatically expire without further action by the FAA 3 years after the charge effective date if a use application has not been filed or a request for extension has not been approved;

(2). PFC charge expiration date or total approved PFC revenue has been reached.

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h. **Quarterly Reports:** PFC Quarterly Reports should be submitted by the public agency to the ADO.


W. Robert Billingsley
Manager, Airports Division

Appendix 1
Amendment Letter

DEC 05 1996

Peter E. Ritz, Treasurer
Indianapolis Airport Authority
Box 100, 2500 S. High School Road
Indianapolis, Indiana 46241-4941

Indianapolis International Airport
Indianapolis, Indiana
Amendment of Approved PFC Application
No. 93-01-C-01-IND

Dear Mr. Ritz:

In accordance with section 158.37(b) of the Federal Aviation Regulations (14 CFR Part 158), the Federal Aviation Administration has approved your amendment, received November 21, 1996, to the approved application to impose and use passenger facility charge (PFC) revenue at Indianapolis International Airport.

The enclosed Table 1 lists the items that have been deleted or modified, from a total approved amount of \$117,344,750.00 to a revised amount of \$78,322,575.00.

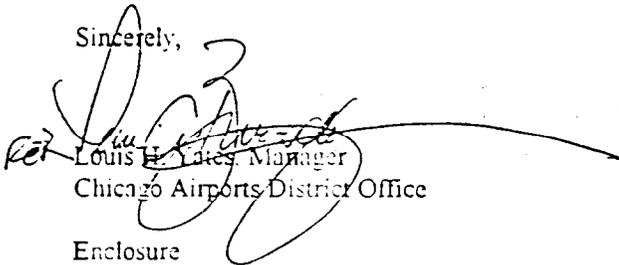
This amendment results in a decrease in PFC revenue of \$39,022,175.00. The revised total approved net PFC collection and revenue approved for use is as follows:

APPLICATION NUMBER	APPROVED FOR COLLECTION	APPROVED FOR USE
93-01-C-00-IND	\$117,344,750.00	\$117,344,750.00
93-01-C-01-IND	<u>(39,022,175.00)</u>	<u>(39,022,175.00)</u>
Totals	\$ 78,322,575.00	\$ 78,322,575.00

The estimated charge expiration date has been revised from July 1, 2005 to November 1, 2001. Because the approved PFC level has been revised, you are reminded that you must notify the collecting carriers of the revised level.

Pursuant to section 158.33(e), the scope of the work deleted from this PFC application cannot be approved in a subsequent PFC application prior to work being implemented.

Sincerely,

ret 
 Louis H. Yates, Manager
 Chicago Airports District Office

Enclosure

cc: ATA, APP-530, AGL-610

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Appendix 1
Amendment Letter

PPM 5100.20
Appendix 1

Table 1

SUMMARY - AMENDED FINANCIAL PLAN
FEDERAL AVIATION REGULATIONS PART 158, SECTION 158.37
Indianapolis Airport Authority
under the management of BAA Indianapolis LLC

IAA project number	Project Descriptions	PFC amount (a)	Revised PFC amount	Difference
<u>Airfield</u>				
(AF 001)	Repair south apron	\$583,000	--	(\$583,000)
1796 (AF 002)	Runway 5L-23R Design and engineering	689,000	\$585,107	(\$103,893)
1796 (AF 003)	Construction	16,586,000	10,984,183	(5,601,817)
1734 (AF 004)	Relocate transmission line	1,332,000	1,345,414	13,414
1733 (AF 005)	Relocate Bridgeport Road	1,225,000	1,316,936	91,936
1624 (AF 006)	Satellite ARFF	166,000	--	(166,000)
1602 (AF 007)	Provide environmental mitigation	2,001,000	7,297,666	5,296,666
1607 (AF 011)	Install FAR Part 139 signs	214,000	258,508	44,508
1627 (AF 010)	Install deicing control structure	3,430,000	2,536,680	(893,320)
1608 (AF 012)	Install T/W D-1 centerline lights	546,000	2,336,354	1,790,354
1799 (AF 013)	Purchase operational equipment	2,688,000	2,077,563	(610,437)
1801 (LA 003)	Acquire land - environmental mitigation	2,750,000	2,983,960	233,960
1801 (LA 001)	Acquire land - noise mitigation	77,949,000	42,532,859	(35,416,141)
		<u>\$110,159,000</u>	<u>\$74,255,230</u>	<u>(\$35,903,770)</u>
<u>Terminal Building</u>				
1770 (TB 001)	Install terminal card access	\$300,000	(\$63,866)	(\$363,866)
1732 (TB 002)	Purchase and site preparation of loading bridges	1,022,000	10,221	(1,011,779)
1653 (TB 003)	Renovate Gates A1-A3	2,156,000	--	(2,156,000)
		<u>\$3,478,000</u>	<u>(\$53,645)</u>	<u>(\$3,531,645)</u>
<u>Reimbursement</u>				
Reimbursement for --				
(AF 009)	Environmental assessment	\$92,750	\$357,832	\$265,082
(AF 015)	Repair of existing Runway 5L-23R	630,000	630,487	487
(AF 016)	Construction of south commuter apron	2,402,000	2,492,709	90,709
1742 (AF 017)	Construction of firefighting training facility	583,000	639,962	56,962
		<u>\$3,707,750</u>	<u>\$4,120,990</u>	<u>\$413,240</u>
		<u>\$117,344,750</u>	<u>\$78,322,575</u>	<u>(\$39,022,175)</u>

(a) Source: FAA Record of Decision dated June 28, 1993.



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Appendix 1

U.S. Department
of Transportation
Federal Aviation
Administration

Appendix 1
Notice Letter

Airport District Office - Minneapolis
6020-28th Avenue S, Rm 102
Minneapolis, MN 55450

May 30, 1997

Mr. Jeffrey W. Hamiel
Executive Director
Metropolitan Airports Commission
6040 28th Avenue South
Minneapolis, MN 55450

Passenger Facility Charge (PFC)
Amendment No. 95-03-C-01-MSP
Minneapolis-St. Paul International Airport
Minneapolis, MN

Dear Mr. Hamiel:

In accordance with section 158.37(a) of the Federal Aviation Regulations (14 CFR Part 158), the Federal Aviation Administration has approved your amendment, received on April 30, 1997, to the approved application to impose a passenger facility charge (PFC) at Minneapolis-St. Paul International Airport (MSP) and to use PFC revenue at MSP.

The following items have been revised:

Project Title	Originally Approved	Revised Approved	Increase
Federal Inspection Service (FIS) Facility	\$32,700,000	\$36,377,226	\$3,677,226

Total approved PFC revenue: \$210,108,908 (Refer to summary below)

Application Number	Approved for Collection	Approved for use
92-01-C-00-MSP	\$ 23,408,819	\$ 23,408,819
92-01-C-00-MSP (supplemental)	\$ 42,946,863	\$ 42,946,863
94-02-C-00-MSP	\$113,064,000	\$113,064,000
94-02-C-01-MSP	\$ (5,688,000)	\$ (5,688,000)
95-03-C-00-MSP	\$ 32,700,000	\$ 32,700,000
95-03-C-01-MSP	<u>\$ 3,677,226</u>	<u>\$ 3,677,226</u>
Totals:	\$210,108,908	\$210,108,908

Appendix 1
Notice Letter

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Our records have been updated to reflect an increase of \$3,677,226, for the subject project, in the approved PFC collection and use revenue (from \$32,700,000 to \$36,377,226). The estimated expiration date for collection of the \$210,108,908 total approved PFC revenue, has been changed from March 1, 1999 to May 1, 1999. Because the approved PFC level has been revised, you are reminded that you must notify the collecting carriers of the revised level.

According to our records, by notice dated April 28, 1997 (same memorandum notifying the carriers of the subject amendment), you notified the collecting carriers that the public agency was also changing the expiration date of the second PFC application (94-02-C-01-MSP) to coincide with that of the third PFC application (95-03-C-00-MSP) on May 1, 1999.

Sincerely,



Franklin D. Eenson
Manager, Minneapolis Airports District Office

cc: ATA, Attn: Don Morris
Mo DOT

cc: attachments

AGL-610

AGP-530

NOV 19 1997

METROPOLITAN AIRPORTS COMMISSION

PPM 5100-20
Appendix 1

Minneapolis-Saint Paul International Airport

6040 - 28th Avenue South • Minneapolis, MN 55450-2799

Phone (612) 726-8100 • Fax (612) 726-5296



Appendix 1
Notice

CEO	_____
690A	_____
690B	_____
690C	_____
690D	_____
690E	_____
690F	_____
690G	_____
690H	_____
690I	_____
690J	_____
690K	_____
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690X	_____
690Y	_____
690Z	_____

FAA
Airport
APR 30 1997

DATE: April 28, 1997

TO: Air Carriers

FROM: Steve Busch, Director of Finance *SB*

SUBJECT: AMENDMENT OF PFC APPLICATIONS #2 AND #3

This letter outlines certain changes to two Passenger Facility Charge (PFC) applications currently in effect at Minneapolis-St. Paul International Airport. Changes to the costs of projects within the third application are driving changes in the timing of both the second and third applications; thus, this letter focuses first on those changes in project cost, and then on timing issues.

A. Changes to the Third Application: On December 8, 1995, the Metropolitan Airports Commission (MAC), received approval from the Federal Aviation Administration (FAA) for its third PFC application. This application included one project: the International Arrivals Facility (IAF). The original expiration date was April 30, 1999. This date was changed to February 28, 1999, in the letter amending MAC's second PFC application dated April 4, 1996.

MAC is amending the third application in two ways:

1. Increase total amount approved for collection: The total PFC approved amount for this application is \$32,700,000. Costs for PFC-eligible elements of this project have exceeded this amount. The reason for the costs being greater than anticipated was that as the project progressed, a number of items surfaced that were not planned for. These items include, but are not limited to, asbestos removal, scheduling limitations, weather, signage, and design costs.

Under the PFC regulations, MAC may amend this PFC application to increase the total amount approved for collection up to 15% of the original approved amount by providing appropriate notice to the collecting air carriers and the FAA. A 15% increase in the \$32.7 million originally approved in this application would equal \$36,519,870. Thus, the actual expenditures for PFC-eligible project elements, \$36,377,226, is less than the maximum 15% coverage.
2. Extend the expiration date for PFC application #3 from February 28, 1999 to April 30, 1999. This change is necessary for two reasons:
 - a. To collect PFC revenues in the amount of the additional costs associated with the project, as described above.

The Metropolitan Airports Commission is an affirmative action employer.

DATE April 28, 1997

Appendix 1

Notice

NOV 19 1997

PAGE 2

SUBJ AMENDMENT OF PFC APPLICATIONS #2 AND #3

- b To make the expiration date on this application coincide with that of the second application. By extending the applications through the same date, MAC will be able to allocate funds between the two applications as required.

B. Change to the Second Application The expiration date for the second application is currently February 28, 1999. MAC is amending the second application to extend the expiration date to April 30, 1999, in order to coincide with the extended expiration date of the third application, as described above. MAC is not seeking to change the total approved amount under the second application.

If you have any questions, please call me at (612) 726-8148

NOV 19 1997

August 27, 1996

Casino Express
2065 Idaho Street
Elko, NV 89801

Appendix 2
Waiver Letter



PPM 5100-20
Appendix 2

SEP 16 1996

Re: Application to Impose and Use PFC Funds
96-02-C-00-DLH
Request to Waive 60 Day Notice
Replacement for letter of August 21, 1996

Dear Sir:

An AIF Carrier Consultation Meeting was held on April 22, 1996 in regards to the above described Passenger Facility Charge application. The proposed Charge Effective Date is December 1, 1996.

Due to the uncertainty of the AIP program in late 1995 and early 1996, airport staff had difficulty developing a Capital Improvement Program. The airport's intent is to use PFC funds as a supplement to AIP, and not a replacement for AIP funds. This delayed the preparation of the PFC application by several months.

The Duluth Airport Authority anticipates approval of this PFC application on or before October 1, 1996, that approval will authorize the additional collection of PFC's. To prevent a temporary suspension of collection of PFC's the Authority requests air carrier waiver of section 158.43(b)(3) which requires a 60 day notice to air carriers of approval to impose the PFC. This will prevent the temporary suspension of PFC collection and the associated administrative burdens. The notice required by section 158.43 will be provided to all air carriers serving the Duluth International Airport immediately following approval of the PFC application.

Please sign below and return, not later than September 16, 1996, to:

Mr. John C. Grinden, Executive Director
Duluth Airport Authority
Duluth International Airport
Duluth, MN 55811
218-727-2968 FAX 218-727-2960

Sincerely,

William M. Connor, A.A.F.
Project Manager

Agree

Disagree _____

 NOV 19 1997

U.S. Department
of Transportation
**Federal Aviation
Administration**

Appendix 3
Extension Approval

Appendix 3

Airports District Office
Willow Run Airport, East
8820 Beck Road
Belleville, MI 48111

May 15, 1996

Mr. Harold R. Pawley, Airport Manager
Marquette County Airport
198-B Airport Road
Negaunee, MI 49866-9669

Dear Mr. Pawley:

Marquette County Airport
Marquette, Michigan
Passenger Facility Charge (PFC) No. 92-01-I-00-MQT (Extension)

Enclosed is the Federal Aviation Administration's (FAA's) approval letter, dated May 3, 1996, for an extension of time for the County of Marquette to submit an application to use PFC revenue.

The information and guidance contained in this letter is fairly clear; however, if you have any questions, please direct them to Mr. Jon Gilbert at 313-487-7281.

We look forward to working with you in the coming years to implement this project.

Sincerely,

**ORIGINAL SIGNED BY
DEAN C. NITZ**

Dean C. Nitz
Manager, Detroit Airports District Office

Enclosure

bcc w/enclosure:
AGL-612.2



U.S. Department
of Transportation
Federal Aviation
Administration

Appendix 3
Extension Approval

800 Independence Ave., S.W.
Washington, D.C. 20591

NOV 19 1997

MAY 3 1996

Mr. Harold Pawley
Airport Manager
Marquette County Airport
198-B Airport Road
Marquette, MI 49866-9669

Dear Mr. Pawley:

In accordance with section 158.35 of the Federal Aviation Regulations (Title 14, Code of Federal Regulations, Part 158), the Federal Aviation Administration (FAA) has approved your request, dated November 3, 1995, for an extension of time, until September 1, 1996, for Marquette County to submit application to use passenger facility charge (PFC) revenue for one project included in PFC Application No. 92-01-I-00-MQT. For the purposes of this decision, the extension should be considered to have been granted on November 30, 1995.

The project in the Marquette County's extension request is land acquisition and runway 1/19 extension improvements.

The FAA has determined that Marquette County has demonstrated good cause for the delays in applying for approval to use the PFC funds collected and the revised schedule for project implementation, as shown in your letter of November 3, 1995, are acceptable. The FAA has also determined your alternative projects, as listed in the Record of Decision for the 92-01-I-00-MQT application remain valid; thereby ensuring that the continued collection permitted by this extension will not result in excess collection of PFC revenue.

NOV 19 1997

PPM 5100-20
Appendix 3

Please keep our Detroit Airports District Office informed of Marquette County's schedule for submission of a use application and any changes to the schedule for implementation of the project.

Sincerely,



Susan L. Kurland
Associate Administrator
for Airports



US Department
of Transportation
Federal Aviation
Administration

Appendix 3
Extension Approval/Disapproval

NOV 19 1997

NOV 27 1995

Mr. Robert C. Braun
Director of Airports
Detroit Metropolitan Wayne County Airport
Mezzanine, L. C. Smith Terminal
Detroit, MI 48242

Dear Mr. Braun:

In accordance with section 158.35 of the Federal Aviation Regulations (Title 14, Code of Federal Regulations, Part 158), the Federal Aviation Administration (FAA) has approved your request, dated November 1, 1995, for an extension of time for Wayne County to submit applications to use passenger facility charge (PFC) revenue for eight projects included in PFC Application No. 92-01-C-00-DTW as further defined below.

The projects in Wayne County's extension request include: at Detroit Metropolitan Wayne County Airport (DTW)-- 06 - midfield domestic and international terminal facility construction; 07 - reconstruction of existing terminals and concourse; 08 - land acquisition and preliminary design for fourth parallel runway; at Willow Run Airport (YIP)-- 09 - snow removal equipment building design and construction; 10 - perimeter property fencing and removal of airport hazard; 11 - runway 5R/23L extension and relocation of Ecorse Road and utilities; 12 - runway 14/32 resurfacing; and 13 - snow removal equipment purchase.

The FAA has determined that Wayne County has demonstrated good cause for the delays in applying for approval to use the PFC funds collected and the revised schedules for project implementation, as shown in your letter of November 1, 1995, are acceptable. The FAA has also determined that your alternative projects, as listed in the Record of Decision for the 92-01-C-00-DTW application, remain valid; thereby ensuring that the continued collection permitted by this extension will not result in excess collection of PFC revenue.

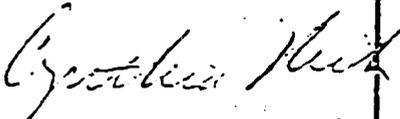
NOV 19 1997

The FAA notes that, for projects 08 and 10, land acquisition and preliminary design for fourth parallel runway at DTW as well as perimeter property fencing and removal of airport hazard at YIP, Wayne County has already met the PFC regulatory requirements for implementation of a project. Specifically for project 08, Wayne County has acquired a sufficient portion of the property to be acquired and has begun design of the runway. For project 10, Wayne County has issued a notice to proceed and has, in fact, substantially completed the project. Therefore, the FAA is granting a 3 month extension of time for Wayne County to submit an application to use PFC revenue on projects 08 and 10 to the FAA. Your authority to impose a PFC for projects 08 and 10 will automatically expire on March 1, 1996, unless an application to use PFC revenue for those projects is filed by that date.

Your authority to impose PFC's for projects 06, 07, 09, 11, 12, and 13 will automatically terminate for any one of those projects, unless Wayne County has been approved by the FAA to use PFC revenue for that project, by January 1, 1998, in accordance with section 158.33(c)(2). Therefore, application(s) for authority to use PFC revenue for projects 06, 07, 09, 11, 12, and 13 must be submitted to the FAA no later than September 3, 1997, which is 120 days prior to the January 1, 1998, automatic termination date. Please note that this September 3, 1997, deadline does not preclude Wayne County from submitting one or more use applications for these projects prior to the deadline.

Please keep our Detroit Airports District Office informed of Wayne County's schedule for submission of a use application(s) and any changes to the schedule for implementation of the projects.

Sincerely,



Cynthia Rich
Associate Administrator
for Airports



NOV 19 1997

U.S. Department
of Transportation
Federal Aviation
Administration

Appendix 4
Informal Resolution

PPM 5100-20
Appendix 4

Airport District Office - Minneapolis
6020-28th Avenue S. Rm 102
Minneapolis, MN 55450

March 27, 1997

Mr. Steve Sievek
Airport Manager
2375 Airport Rd. NE
Brainerd, Minnesota 56401-9764

Brainerd-Crow Wing County Regional Airport
PFC 94-02-C-00-BRD
Runway EIS Project Implementation Extension Approval

Dear Mr. Sievek:

I have reviewed your letter dated March 14, 1997, written in response to my letter of February 10 regarding the delay in implementation of the EIS project for a new runway. Preparation of the EIS was part of the approved "impose and use" PFC application referenced above.

The revised schedule contained in your letter for actions required prior to EIS implementation is reasonable and accepted. I approve your request to extend the date for project implementation to September 1, 1998. This approval is based on the circumstances stated in your letter (including the fact that collections for projects other than the EIS are required until the year 2003).

Please place this letter in the project file to document informal resolution per §156.E3. No other notifications are required for this extension. Thank you for your efforts to resolve this issue.

Sincerely,

Gordon L. Nelson
Program Manager

cc: Jim Groehler, Mn/DOT
AGL-612.2



U.S. Department
of Transportation
Federal Aviation
Administration

NOV 19 1997

Airport District Office - Minneapolis
6020-28th Avenue S. Rm 102
Minneapolis, MN 55450

February 10, 1997

Mr. Steve Sievek
Airport Manager
2375 Airport Rd. NE
Brainerd, Minnesota 56401-9764

Brainerd-Crow Wing County Regional Airport
PFC 94-02-C-00-BRD -- EIS Project Implementation Overdue

Dear Mr. Sievek:

The subject PFC application (impose and use authority) was approved December 27, 1994. In accordance with PFC regulations (§158.33(a)(1)) a project must be implemented within two years of a use approval. It is my understanding that the project to prepare an EIS for a new runway has not begun while the two year period allowed has been exceeded. I wish to work with you toward informal resolution of this situation. We will need to document the file as to the reason the project has not been implemented or withdrawn from the approved application and the reason collection authority for this project has not been terminated. If you wish to withdraw the project you will need to consult with the airlines as this would be a change in scope covered under §158.37(b). However, if you wish to retain the project you should submit a request to do so, identify the reason for the delay, and provide a revised schedule that we could accept as being reasonable given the circumstances.

Please submit the above documentation, or provide me your intended course of action, by March 15. If I may assist you in any way, feel free to call me at (612) 713-4358.

Note: In the course of preparing this letter I discovered that an error in the description of this project was made during the preparation of the Record of Decision. The project titled "Federal Environmental Impact Statement (EIS)" in the Record of Decision contains a reference to completion of the Federal environmental assessment/state EIS for the runway 5 MALSR. Attachment B-7 prepared by the Public Agency, the Federal Register Notice published on October 11, 1994, as well as the Public Agency's airline consultation notification letter dated June 20, 1994 all described an EIS for a new runway, therefore it is obvious that the correct project description should reference the new runway rather than the runway 5 MALSR (an Environmental Assessment for the MALSR was included, perhaps erroneously, in the "1993 Capital Improvement Project" description as a separate project in the same Record of Decision but also described in the first PFC application). It is my intention that this EIS description/reference be corrected in a future amendment.

Sincerely,

Gordon L. Neison
Program Manager

cc: Jim Groehler, Mn/DOT
AGL-612.2

Passenger Facility Charge Program Public Agency Certification

NOV 19 1997

Name of Public Agency	Airport Name	PFC Application Number
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The following list of certified items includes major requirements for this program. However, the list is not comprehensive, nor does it relieve the public agency from fully complying with all applicable statutory and administrative standards. Each certified item with a "no" response must be fully explained in an attachment to this certification. If the item is not applicable to this application, mark the item "N/A".

<u>Project Type</u>	<u>Required Information</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Planning	- Final report/planning document accepted by local governing body.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Copy of report and/or planning document sent to FAA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land Acquisition	- Satisfactory property interest in designated parcels has been acquired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Updated Exhibit A sent to FAA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment	- Equipment has been delivered and accepted with specifications met. Acceptance of equipment was in accordance with specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction	- Project has been completed in accordance with the plans & specifications, and applicable assurances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Any environmental mitigation measures have been completed in accordance with any applicable environmental approvals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Construction safety plan has been sent to, and received concurrence from FAA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

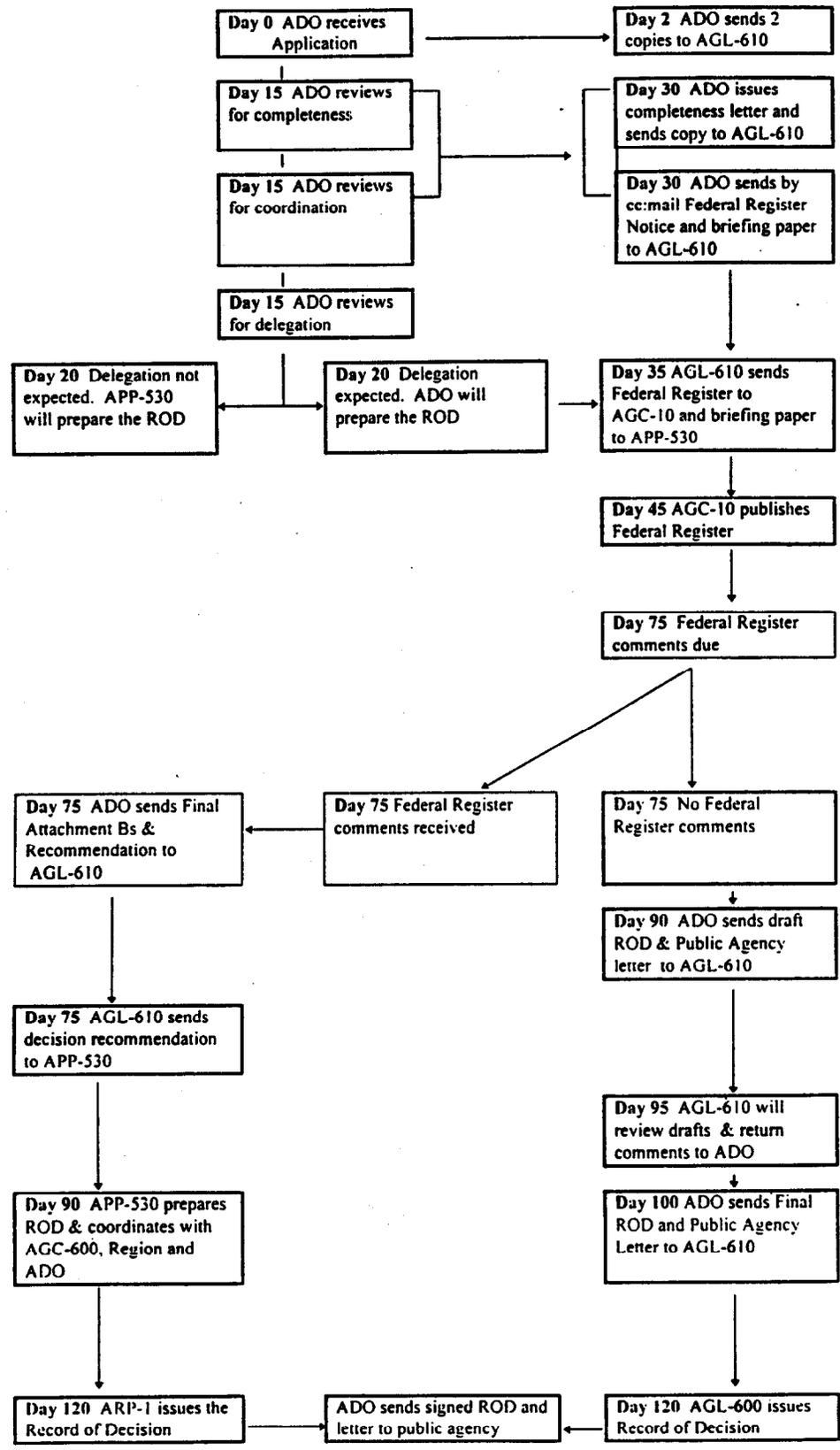
I hereby certify that the projects in this application have been accomplished under the Passenger Facility Charge Program. This certification affirms that all applicable regulations under Part 158, and other requested information, has been met. I also affirm that, to the best of my knowledge, the responses to the above items, as marked, are correct and that the attachments, if any, are both correct and complete.

Signed: _____ Date _____
 Public Agency's Authorized Representative

 Typed Name and Title of Public Agency Representative

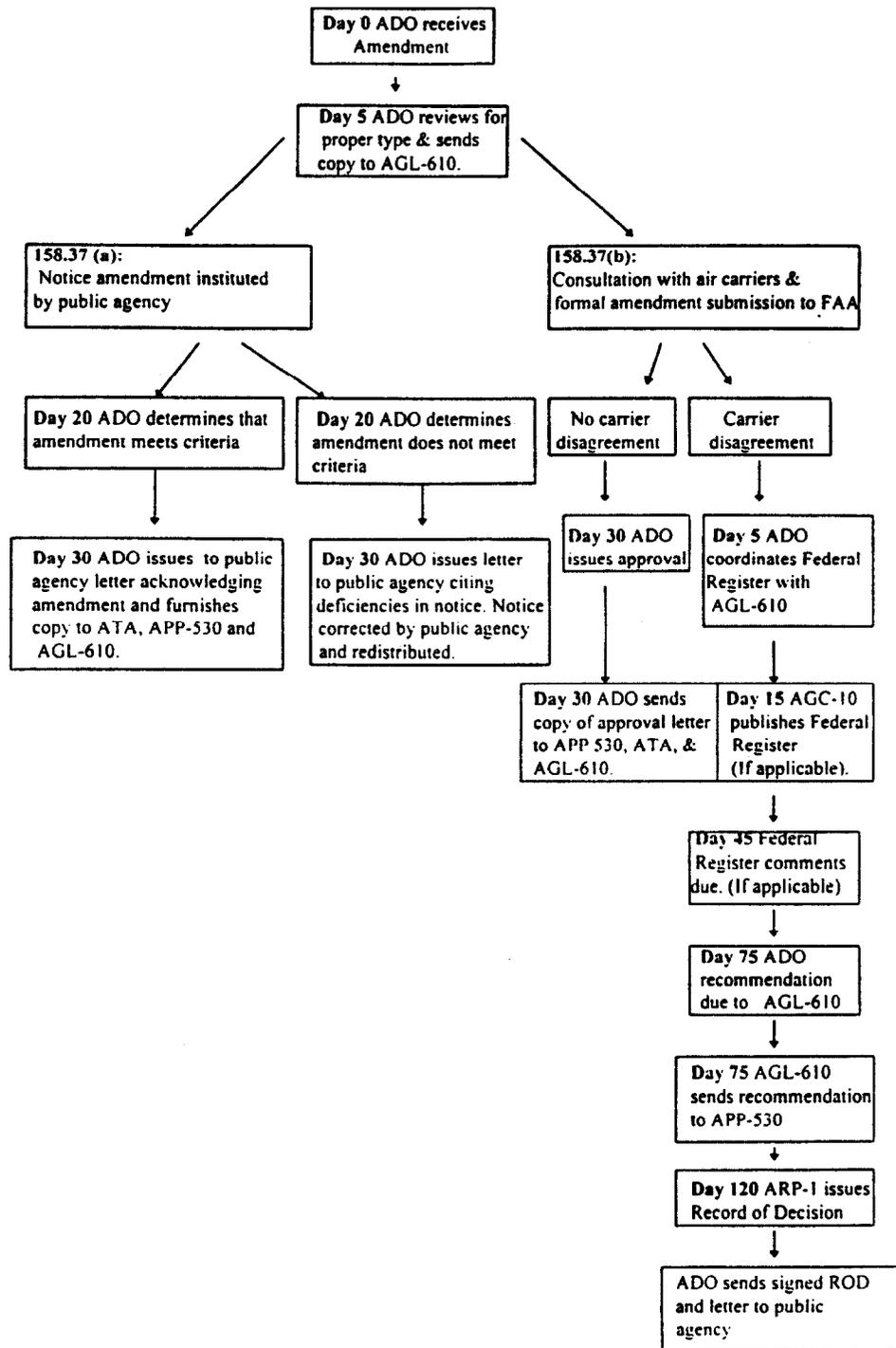
NOV 19 1997

PASSENGER FACILITY CHARGE APPLICATION PROCESS CHART



Days maximum permitted. Program Managers are encouraged to take action earlier when possible.

PASSENGER FACILITY CHARGE AMENDMENT PROCESS CHART



NOV 19 1997

APPENDIX 6

PASSENGER FACILITY CHARGE EXTENSION PROCESS CHART

