

OBJECTIVE	To provide revenue control related services and revenue analysis.
METHOD	The Revenue Control section performs the following functions: • Generates invoices to tenants and other customers of the Aviation Authority. These billings must be in accordance with Aviation Authority agreements, rules and regulations. • Monitors accounts receivable to ensure optimum collection of amounts due the Aviation Authority. • Prepares and reconciles daily cash deposits for any payments collected at the Aviation Authority; monitors and records any other payments collected or processed by third parties. • Monitors tenants and other customers' security deposit compliance to ensure maximum protection on amounts due to the Aviation Authority. • Monitors, invoices, and collects amounts due the Aviation Authority from Passenger Facility Charges collected by the airlines and Customer Facility Charges collected by the onsite rental car operators. • Compiles and distributes statistical information for passenger and cargo activities. • Prepares, submits and remits payment for sales and communication tax returns.

**APPROVAL AND
UPDATE HISTORY**

Format and Re-Numbering Authority	Aviation Authority Board: August 28, 1991 (4R)
Last Approval	Aviation Authority Board: November 16, 1988 (V) Chief Executive Officer: October 7, 2021
Supersedes	All Previous

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