



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

FAA Form 1800-31, Airport Activity Survey (By Selected Operators)

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 2120-0067. Public reporting for this collection of information is estimated to be approximately 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. The FAA will use collected data to help allocate Airport Improvement Program (AIP) funds to airports as required by 49 United States Code (USC). Limited confidentiality is maintained. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

INSTRUCTIONS FOR FORM 1800-31, AIRPORT ACTIVITY SURVEY (By Selected Operators)

The information requested on this form is voluntary, but it is needed for the FAA to fairly allocate Airport Improvement Program (AIP) passenger entitlement funds to the airports you serve.

This survey is restricted to on demand operations that are **not** reported to the U.S. Department of Transportation's Bureau of Transportation Statistics (BTS). Carriers that are not required to report to BTS because they conduct less than five round trips between two points should report revenue enplanements on this form.

Enplanements: An enplanement is a revenue passenger who boarded the aircraft at that airport. Report the total scheduled or nonscheduled enplanements conducted at each airport in a calendar year as one line record. If the number of lines required is more than those provided on the form, please reproduce it for continued entries.

Scheduled or Nonscheduled: The type of operation determines how enplanements are reported.

- If you conducted charter operations, enter the number of revenue passengers that boarded those flights as Nonscheduled Enplanements in the last column.
- If you conducted operations for which you offer in advance the departure location, departure time, and arrival location, enter the number of revenue passengers that boarded those flights in the Scheduled Enplanement column.
- If you conducted both scheduled and nonscheduled operations, enter the scheduled enplanements in scheduled column and the nonscheduled enplanements in nonscheduled column.

Note that Part 135 on-demand certificates limit the number of scheduled passenger-carrying operations that may be conducted. These operations must be fewer than five round trips per week "on at least one route between two or more points according to published flight schedules," and must use "airplanes, other than turbojet powered airplanes, having a maximum passenger-seat
FAA Form 1800-31

configuration of 9 seats or less, excluding each crewmember seat, and a maximum payload capacity of 7,500 pounds or less." See 14 CFR 110.2 for more information.

By signing this form you certify, under penalty of perjury, that the information provided on this Airport Activity Survey Form (1800-31) is true, correct and complete to the best of your knowledge, information and belief. The certification represents that your files, records, documents, and data have not been manipulated or falsified in an effort to receive a more favorable allocation of AIP funds. A false or fictitious certification may be subject to criminal and/or civil prosecution, as well as appropriate administrative action.

When submitting the form with handwritten data, please make sure that the information is legible.

If you had no commercial or air taxi activity during the reporting period, please indicate this across the face of the form and return it in the self-addressed envelope provided.

If there are any questions regarding the completion of this form, please contact FAA Headquarters, National Planning & Environmental Division, telephone number 202-267-9622.

Sign and date FAA Form 1800-31 in the spaces provided, and submit to FAA via email: 9-FAA-ARP-ACAIS@faa.gov. The email subject line should include: "CY18 Enplanement – Operator Name and FAA Certificate Information Number".

Hard copy submission can be mailed to:

Booz Allen Hamilton, Inc.
c/o Jeff Fossum
Attn: Federal Aviation Admin (FAA)
575 Herndon Parkway
Herndon, VA 20170

If your name, address, or FAA Air Taxi/Commercial Operator Certificate Number is different from what is already printed on this form, please contact your local FAA Flight Standards District Office (FSDO) to correct the information.



Electronic ATCO Form (FAA Form 1800-31) Download and Submission Instructions

Deadline:

- Calendar Year 2018 enplanement data is due to the FAA by **April 5, 2019**

How to Download FAA Form 1800-31, Instructions, and Sample File:

- Navigate to the Federal Aviation Administration (FAA) Airports External Portal (AEP), at aep.airports.faa.gov.
- On the *****Warning Warning Warning***** page, please read and if you agree with the statement, click **Agree** on the bottom.
- You will be directed to the AEP home page. Do not log-in to AEP from this page. You can access the **ATCO Form** directly on the bottom right portion of this page. Click the **ATCO FORM & MORE INFO** link and you will be directed to a set of instructions and a link to the ATCO editable PDF form.
- Review the instructions then click the **ATCO Form** button on the bottom of the page to download the form, save, and enter data.

How to Submit:

- Data should be submitted on a completed and signed FAA Form 1800-31 to the FAA via email at: 9-FAA-ARP-ACAIS@faa.gov. The email subject line should include: **CY18 Enplanement – Operator Name and FAA Certificate Information Number**.
- Submissions that cannot be submitted electronically can be mailed to:
Booz Allen Hamilton, Inc.
c/o Jeff Fossum
Attn: SOAR (FAA)
575 Herndon Parkway
Herndon, VA 20170

Please note: Submissions **not** adhering to these requirements will be returned for correction.

- CY 2018 enplanement data **must** be accompanied by a Certification Statement and Signature from the authorized representative certifying, under penalty of perjury, that: *"I certify, under penalty of perjury, that the information provided in this Airport Activity Survey (Form 1800-31) is true and correct to the best of my knowledge, information and belief."* This represents that **the submitted** files, records, documents, and data have not been manipulated or falsified in an effort to receive a more favorable allocation of AIP funds. A false, fictitious, or fraudulent certification may be subject to criminal and/or civil prosecution, as well as appropriate administrative action.
-