



U.S. Department  
of Transportation  
Federal Aviation  
Administration

Office of Airport Planning and Programming

800 Independence Avenue, SW  
Washington, DC 20591

January 2019

Dear On-Demand Operator:

The Federal Aviation Administration has arranged for its annual Airport Activity Survey to be conducted by Booz Allen Hamilton, Inc. Data collected in this survey will be used by the Federal Aviation Administration to allocate Airport Improvement Program (AIP) funds to eligible airports. Your participation in this survey is critical to small airports that rely in part on these data to qualify for AIP funds.

The enclosed survey form (FAA Form 1800-31) requests data for the 12-month period January 1 through December 31, 2018. The revenue passenger enplanement data that are requested on the enclosed form should only include those enplanements not reported to the Office of Airline Information on the T-100 form. See the back of the enclosed survey for a detailed explanation of how it should be completed. A sample of a completed form is on the back of this letter.

Additionally, to make it easier for you to update your data, we have provided an editable PDF-version, accessible from the Federal Aviation Administration (FAA) Airports External Portal (AEP) front page ([aep.airports.faa.gov](http://aep.airports.faa.gov)). Please see an enclosed document for instructions on how to download and submit the survey.

We strongly encourage you to report your all-enplanement data electronically. Submission of this data is voluntary. Your cooperation in completing this survey and returning it by April 5, 2019 is important to the airports you serve.

If you have any questions or comments, please contact Mr. Luis Loarte at (202) 267-9622 or e-mail him at [Luis.Loarte@faa.gov](mailto:Luis.Loarte@faa.gov).

Sincerely,

Randall Fiertz  
Acting Director  
Office of Airport Planning and Programming

Enclosure