



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

Office of Airport Planning and Programming

800 Independence Avenue, SW
Washington, DC 20591

February 2021

Dear On-Demand Operator:

The Federal Aviation Administration (FAA) 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 FAA to allocate Airport Improvement Program (AIP) funds to eligible airports. Your participation is critical to small airports that rely in part on these data to qualify for AIP funds.

The survey form (FAA Form 1800-31) requests data for the 12-month period January 1 through December 31, 2020. The revenue passenger enplanement data reported should only include those enplanements not reported to the Office of Airline Information on the T-100 form. Please see the enclosed document for instructions on accessing the FAA Airports External Portal (AEP) front page (<https://aep.airports.faa.gov>) and detailed instructions on completing FAA Form 1800-31.

This year's submission reflects the successful development of an electronic signature submission process for this on-demand passenger enplanement data, with consideration and approval of the FAA and the Office of Management Budget. No hard copy forms are being provided. We request that submissions be provided to the FAA using the eSignature process available through AEP. As we continue to make enhancements to the process you will see forms, instructions, due dates and additional information available on the AEP website at the beginning of each calendar year.

We strongly encourage you to report your all-enplanement data electronically using this eSignature process. Submission of this data is voluntary. Your cooperation in completing this survey and returning it by **April 2, 2021** is important to the airports you serve.

If you have any questions, please contact me by email at Sharon.Glasgow@faa.gov or Christina.Nutting@faa.gov.

Sincerely,

Sharon Glasgow
Senior Airport Planner
Airport Planning and Environmental Division

Enclosure