February 2022

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, 2021. 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) (https://aep.airports.faa.gov) and detailed instructions on completing FAA Form 1800-31.

We will again use an electronic signature submission process for the on-demand passenger enplanement data. 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 March 18, 2022 is important to the airports you serve.

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

Sincerely,

Sharon Glasgow

Sharon Glasgow
Senior Airport Planner
Airport Planning and Environmental Division

Enclosure