





## INSTRUCTIONS

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 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 configuration of 9 seats or less, excluding each crew member 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 202-267-8739.

**Sign and date** FAA Form 1800-31 in the spaces provided, and mail it to:

Booz Allen Hamilton, Inc.  
Room #4127  
Attn: Federal Aviation Admin (FAA)  
575 Herndon Parkway  
Herndon, VA 20170

If you have completed the form (including signing and dating it) and wish to submit it electronically, you may email it to [Sharon.Glasgow@faa.gov](mailto:Sharon.Glasgow@faa.gov)

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.