

## **B. Statistical Methods**

### **1. Describe the potential respondent universe.**

This FAA form is used by small non-scheduled on demand air taxi operators certificated under FAR Part 135 (air taxis) that are subject to the passenger transportation tax to report their annual enplanements numbers. This data is not collected by the U.S. Department of Transportation. Approximately 2,300 operators receive a copy of the form and are asked to voluntarily submit their data. This non-scheduled revenue passenger data is not collected or made available through any other source. There is no assurance of confidentiality given to respondents. The data collected each year is not publicly posted but is considered public information.

### **2. Describe the procedures for the collection of information.**

FAA Airports Organization has our database contractor (L-3 Communications) send FAA Form 1800-31 to active Part 135 operators (list of operators supplied by FAA Flight Standards). The form is sent in February and respondents are given until mid April to complete the form and mail it back in the self-addressed stamped envelope. The form is also posted online at: [http://www.faa.gov/airports/planning\\_capacity/passenger\\_allcargo\\_stats/activity\\_survey/](http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/activity_survey/).

Submitted forms are reviewed to ensure that the operator submitting data is valid and complete. The data is then entered in FAA database, Air Carrier Activity Information System (ACAIS). It is reviewed by FAA personnel. ACAIS also contains enplanement data collected by the Bureau of Transportation Statistics from certified and commuter air carriers and foreign air carriers. Enplanement data are consolidated into a report for each airport that lists each air carrier and their annual enplanements. In July, each airport manager receives his/her airport's report and is asked to review the data. If an air carrier is missing or appears not to have reported accurately, the airport notifies the FAA and we follow-up with BTS or the non-scheduled air taxi. Approximately 650 airports receive this preliminary report. FAA spends the summer working with airports, air carriers, and BTS to resolve issues and on October 1 the data is considered final. The final validated enplanement data is used by FAA to calculate Airport Improvement Program funding.

### **3. Describe methods to maximize response rates.**

- FAA uses a list of active Part 135 operators for the initial distribution.
- FAA sends the Form to active operators and posts the Form on the FAA website.
- Airports tend to know which operators are flying in and out of their airport and if they do not see the operator on the FAA report they contact the operator and ask them to submit the form which is also available on FAA website.

### **4. Describe tests of procedures and methods to be undertaken.**

This procedure has been in place for approximately 20 years.

### **5. Provide the names of consultants and the person who will collect and analyze the information.**

FAA Airports Organization has their database contractor, L-3 Communications, send out the form, receive and review the responses, and enter the data into the database. A Senior FAA Airport Planner oversees this process and is the point of contact for the respondents and the contractor. FAA staff analyzes the data before it is distributed to approximately 650 airports.

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## Checklist Documentation