

Supporting Document - Screenshot

Air Taxi and Commercial Operator Airport Activity Survey (FAA Form 1800-31) (OMB Control Number: 2120-0067)

FAA Electronic submittal Screenshots – July 2021

The screenshot shows the FAA website page for the Airport Activity Survey with Form 1800-31. The browser address bar shows the URL: faa.gov/airports/planning_capacity/passenger_allcargo_stats/activity_survey/. The page title is "Airport Activity Survey with Form 1800-31 Airports".

Left Navigation Menu:

- Airport Compliance
- Airport Cooperative Research Program
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- Airport Improvement Program (AIP)
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Main Content:

Airport Activity Survey with Form 1800-31 Airports

The FAA annually asks Part 135 on-demand operators to voluntarily submit their revenue passenger enplanement data on the FAA Form 1800-31, Airport Activity Survey. The survey form (FAA Form 1800-31) requests data for the 12-month period January 1 through December 31, 2020.

The data reported on this form should only include those enplanements not reported to the Office of Airline Information on the T-100 form. It will be used as part of the allocation of Fiscal Year (FY) 2022 Airport Improvement Program (AIP) passenger entitlement funds to eligible airports.

Submission Template and Instructions

The FAA has developed an online tool accessible from the FAA Airports External Portal (AEP) page (aep.airports.faa.gov) to make it easier to enter, sign and submit your nonscheduled enplanement data. This portal is the preferred method for submitting enplanement data. If you are unable to submit using the portal, you can download the template and follow the instructions in the template (link below).

The Airport Activity Survey Form 1800-31 submissions are due by **April 2, 2021**.

- Electronic submission and signature
- Letter to Air Taxi/Commercial Operator (PDF)
- CY2020 ATCO Form (FAA Form 1800-31) [Template and Instructions for submission via email \(MS Excel\)](#)
 - Submit FAA Form 1800-31 via email

Contact Us

Top Tasks:

- View airport program statistics
- Search airport data
- Find an airport AC
- Read best practices for runway safety
- Learn about the Airport Improvement Program

Two red arrows are drawn on the page: one points from the "Submit FAA Form 1800-31 via email" link in the list to the "AEP" link in the "Submission Template and Instructions" paragraph, and another points from the "AEP" link to the "Submit FAA Form 1800-31 via email" link.

FAA Electronic submittal Screenshots – July 2021

The screenshot shows a web browser window with the URL `aep.airports.faa.gov/Default.aspx`. The page header includes the FAA logo and the text "Federal Aviation Administration AIRPORTS EXTERNAL PORTAL". A prominent red warning message reads: "** WARNING WARNING WARNING **". Below this, three paragraphs of text provide a disclaimer: "This is a Federal Aviation Administration (FAA) protected computer system. All FAA systems, including all related equipment, networks, and network devices (e.g., including Internet access) are provided for the processing of official United States (U.S.) Government information. Intentionally accessing a protected Government computer without authorization or in excess of authority and as a result causing damage, recklessly or otherwise, will constitute a violation of Title 18, United States Code, Section 1030, Computer Fraud and Abuse Act (CFAA), and may be referred to the Federal Bureau of Investigation (FBI) for investigation and prosecution. Violations of the CFAA can lead to both civil and criminal liability, including seeking monetary relief for economic damage. The FAA will monitor usage for violations of public laws, national information security policies, and agency policy. The FAA will intercept, record, audit, read, copy, and disclose by and to authorized personnel for official purposes, including administrative, civil, and/or criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent and monitoring to these terms for violation of Federal laws, national security policy, and agency computer policy. If you are not an authorized user of this system or do not consent to monitoring, exit this system now." Below the text are two buttons: "Agree" and "Cancel". A red arrow points to the "Agree" button. The footer contains contact information for the U.S. Department of Transportation, Federal Aviation Administration, and links for "Readers & Viewers", "Government Sites", and "Frequently Asked Questions Contact Us".

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The FAA will monitor usage for violations of public laws, national information security policies, and agency policy. The FAA will intercept, record, audit, read, copy, and disclose by and to authorized personnel for official purposes, including administrative, civil, and/or criminal investigations.

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**** WARNING WARNING WARNING ****

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591

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Government Sites
FAA Airports
DOT.gov
USA.gov

[Frequently Asked Questions](#)
[Contact Us](#)

FAA Electronic submittal Screenshots – July 2021

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📱 Apps 📌 Managed bookmarks 📧 Outlook Web App 📧 FAA webemail 🌐 Google 📰 Google News 📧 Sign In » 📌 Other bookmarks

Airports External Portal
Air Taxi Commercial Operator (ATCO) Survey Submission Process

Deadline:
Calendar Year 2019 enplanement data is due to the FAA by **April 6, 2020**.

Submission Options:
There are two options for submitting your enplanement data to the FAA:
1. **Electronic Submission** with an Excel attachment and E-Signed form
2. **Fillable PDF** with wet (ink) signature via email or post

NOTE: All submissions require *Operator Name, FAA Certification Information Number, and signature*. Any submission for which this information is not clearly present will be returned for correction.

Electronic Submission - Instructions:
Prerequisite: You will need a computer with Microsoft Excel.
This process consists of two steps: (1) populating the ATCO Data (Excel) Template with enplanement data; (2) signing and submitting required data and the ATCO Submission Form. The Excel template should be reviewed prior to Step 2. Step 2 must be completed in one session in order to successfully submit the signed form and data.

Step 1: Populating the ATCO Data (Excel) Template

1. Select the **ATCO Data Template** button below to **download** a formatted Excel spreadsheet.
2. **Save the file** to your computer. **Note:** This file will be required to complete the submission process.
3. **Open** the ATCO Data Template from your computer and enter or transfer your enplanement data directly into the Enplanement Data worksheet.
4. **Save** the ATCO Data Template with completed enplanement data by selecting Save As and update the file name to include the Calendar Year, Operator Name and FAA Certificate Information Number (e.g. **CY19 Enplanement – Operator Name and FAA Certificate Information Number**).

Step 2: Signing and submitting the ATCO Submission Form

1. Select the **Sign and Submit** button to begin the electronic signature process. A new browser window will open with a form to certify your submission.
2. **Enter** data for all required fields on the form. Required fields are marked with an asterisk and must be completed before the form can be submitted. An attached and completed ATCO Data File is required for submission.
3. **Click** on **Sign** to complete your submission.
4. **Navigate** to your email (as entered in Step 2 on the ATCO Submission Form) and confirm you have received an email from FAA ACAIS containing an Adobe (PDF) copy of the signed form and submitted enplanement data. You should receive this email within minutes.

Note: Simultaneously, the same email confirmation will be transmitted to the FAA, completing your submission process for CY19.
Note: Since your package is converted to a PDF format upon submission, you should retain the original Excel format for future changes or submissions.

NOTE: Submissions will be returned for correction if there is no signature or the certification number is missing.

NOTE: Please refer to the physical mailing you received for the correct password to use to sign and submit.