

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

**B. Statistical Methods**

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

The FAA knows the respondent universe because we oversee air carriers and airports as part of the integrated, regulated air system in the United States.

This FAA form is used by small non-scheduled on demand air taxi operators certificated under 14 CFR 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 190 operators receive notice that the form is available 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.

Federal statute does not require small on demand operators to submit data to U.S. Department of Transportation. Therefore, for this small percentage of U.S. operators, the FAA voluntarily collects enplanement data on FAA Form 1800-31. The 1.1 million passengers captured through this form is less than 1 percent of the total number of enplanements for all U.S. airports. While the response rate and total enplanements are small, this data is critical to approximately 50 airports who encourage the operators serving their airport to submit the data. This small percentage is insignificant for the national airport system and does not warrant a separate mechanism to capture enplanement data from all operators. FAA will explore other [GA Survey](#) options to collect enplanement data.

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

Historically, the FAA Airports Organization has had our database contractor (Booz Allen Hamilton, (BAH)) send the FAA Form 1800-31 to active Part 135 operators (list of operators supplied by FAA Flight Standards) that reported data in any of the last three years. The form was sent in February and respondents were given until April to submit the completed and signed form through the [Airports External Portal](#) website to the FAA. The form was also available online ([FAA Form 1800-31](#)) and an operator could print the form and email the signed and scanned form to the FAA.

Submitted forms are reviewed to ensure that the operator submitting data was valid and the form was complete. The data is entered in FAA's System of Airports Reporting (SOAR) database and reviewed by FAA personnel. SOAR 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 June, each airport manager receives a notice that their airport's data is available for review through the [Airports External Portal](#). 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 notice. 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.

The FAA began accepting data electronically in 2020. The FAA Airports Organization has worked to meet the OMB terms of clearance to allow electronic submission, including the use of e-signature. This new process was in place for the submission of calendar year 2019 data that began in February 2020. Third party e-signature software was in place by December 30, 2019 for use in voluntary submission of FAA Form 1800-31 data. We will continue to accept hard copies for those operators unable or unwilling to submit data electronically. A

The enplanement data collected through FAA 1800-31 (which does not contain personal identifying information) reside in the FAA's SOAR database. A Privacy Threshold Assessment was adjudicated for SOAR in 2018. A Privacy Impact Assessment is underway for SOAR and will include the FAA Form 1800-31 electronic submission using third party e-signature software. A submission to DOT for adjudication is pending.

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

- FAA uses a list of active Part 135 operators that have reported in any of the last three years.
- FAA sends the Form to active operators and posts the Form on the FAA public website.
- The Form is available for download and electronic signature on the Airports External Portal (AEP) (<https://aep.airports.faa.gov/Default.aspx>).
- 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, BAH, send out the notice, 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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