



# **Airport Activity Survey (By Selected Operators)**

## **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0067. Public reporting for this collection of information is estimated to be approximately 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are voluntary. The FAA will use collected data to help allocate Airport Improvement Program (AIP) funds to airports as required by 49 United States Code (USC). Limited confidentiality is maintained. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## INSTRUCTIONS FOR FORM 1800-31, AIRPORT ACTIVITY SURVEY (I

The information requested on this form is voluntary, but it is needed for the Airport Activity Survey Program (AIP) passenger entitlement funds to the airports you serve.

This survey is restricted to on-demand operations that are **not** reported to the Bureau of Transportation Statistics (BTS). Carriers that are not required to report five round trips between two points should report revenue enplanements.

**Enplanements:** An enplanement is a revenue passenger who boards a scheduled or nonscheduled enplanement conducted at each airport. The number of lines required is more than those provided on the form.

**Scheduled or Nonscheduled:** The type of operation determines how

- If you conducted charter operations, enter the number of revenue enplanements in the last column.

- If you conducted operations for which you offer in advance the departure location, enter the number of revenue passengers that boarded the aircraft.

- If you conducted both scheduled and nonscheduled operations, enter the number of revenue enplanements in the scheduled enplanements column and the nonscheduled enplanements in nonscheduled enplanements column.

Note that Part 135 on-demand certificates limit the number of scheduled operations conducted. These operations must be fewer than five round trips per month according to published flight schedules, and must use "aircraft with a maximum passenger-seat configuration of 9 seats or less, excluding cargo 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 reported on Form (1800-31) is true, correct and complete to the best of your knowledge. It represents that your files, records, documents, and data have not been manipulated to receive a more favorable allocation of AIP funds. A false or fictitious certification may result in prosecution, as well as appropriate administrative action.

If you had no commercial or air taxi activity during the reporting period, please check the appropriate box and return it in the self-addressed envelope provided.

If there are any questions regarding the completion of this form, please contact the Airport Activity Survey Division, telephone number 202-267-9622 or email: Luis.Loarte@faa.gov

Sign and submit this template following the Submission Instructions.



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### ATCO Form (FAA Form 1800-31) Submission Instructions

#### Deadline:

- Calendar Year 2023 enplanement data is due to the FAA by **March 29, 2024**

#### Submission Instructions:

- Navigate to the Federal Aviation Administration (FAA) Airports External Portal (AEP) <https://aep.airports.faa.gov/Home.aspx>.
- On the **\*\*\*Warning Warning Warning\*\*\*** splash page, please read and if you agree statement, click **Agree** on the bottom.
- On the AEP home page, do **not** log-in. Go to the bottom right, Under ACA and click **Public Report & Form** and then **ATCO Form** under **Forms** located on the bottom left.
- Follow the ATCO Survey Submission Instructions to complete the ATCO data template and submit your CY23 enplanement data. This Process consists of two steps:  
**Step 1:** Populate the ATCO Data (Excel) Template with enplanement data  
**Step 2:** Sign and Submit the required data.  
There are two options for submitting your enplanement data to the FAA:
  - **E-Sign Process (Preferred).** Submit the Excel attachment and use an electronic signature certification



<b>AIRPORT ACTIVITY SURVEY</b> (By Selected Operators)		<b>FAA Certification Information</b> Number and Date Issued
<b>OPERATIONS DURING 12-MONTH PERIOD COVERED:</b> January 1 through December 31, 2023		
Operator Name and Address Airway Air Taxi, Inc. Hanscom Airport - North Bedford, MA 01730		ABCD1234 12/2019

DEPARTURE AIRPORT				ENPLANEMENTS	
Airport Location Identifier (LOCID)	State	City	Airport Name	Number of Scheduled Enplanements (See Instructions)	Number of Nonscheduled Enplanements (See Instructions)
BED	MA	Bedford	Laurence G. Hanscom	0	403
LEW	ME	Lewiston	Auburn-Lewiston Muni	0	86
ACK	MA	Nantucket	Nantucket Memorial	0	88
CON	NH	Concord	Concord Muni	0	16
HFD	CT	Hartford	Hartford- Brainerd	0	90
BGR	ME	Bangor	Bangor Intl	0	424
BTV	VT	Burlington	Burlington Int'l	0	239
BUF	NY	Buffalo	Greater Buffalo Int'l	0	10

<b>FAA AIRPORT LOCATION IDENTIFIER</b>		<b>CITY WHERE DEPARTING PASSENGERS BOARDED THE AIRCRAFT</b>		<b>ANNUAL TOTAL OF SCHEDULED REVENUE PASSENGER BOARDINGS AT EACH AIRPORT</b>	
		<b>NAME OF AIRPORT WHERE PASSENGERS BOARDED</b>		<b>ANNUAL TOTAL OF CHARTER REVENUE PASSENGERS BOARDINGS AT EACH AIRPORT</b>	