



MEMORANDUM

TO: Aviation Technical Subcommittee
FROM: Tim Canan, Planning Data and Research Program Director
Nicole McCall, Manager, Planning Research and Assistance
Ken Joh, Principal Statistical Survey Analyst
SUBJECT: Timeline for 2022-23 Regional Air Passenger Survey
DATE: July 28, 2022

This memo was prepared to document recommendations for the timing for the 2022-2023 Regional Air Passenger Survey (APS).

BACKGROUND

Previous air passenger surveys were conducted in 1981-82, 1987, 1992, 1998, 2000, 2002, and every two years between 2005 and 2019. Due to the impact of the global pandemic as well as the APS Response Rate and Quality Study, a survey was not conducted in 2021. In late 2021 and early 2022, staff prepared recommendations for the next APS; secured agreement from the Aviation Technical Subcommittee (documented in the November 2021 *Regional Air Passenger Survey (APS) Recommendations Memo*); and began preparing a scope of work for the next APS. Updates to the method and approach used for the 2022-23 Regional Air Passenger Survey will include: a sampling plan based upon groups of gates (zones), a web-based survey instrument (including an interactive map to improve responses to origin address question), and an incentive to participate.

APS 2022-2023 SCHEDULE DEVELOPMENT

Initially staff planned to conduct the survey pretest and full-scale survey in fall 2022. While developing the timeline, staff wanted to ensure sufficient time to:

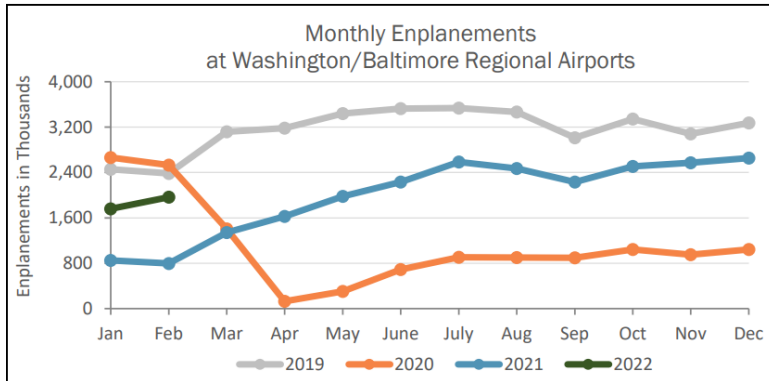
- Develop sampling approach, sampling plan, and other methods following anticipated project kick-off in summer and prior to the survey pretest.
- Reflect upon and adjust methods following the survey pretest.

Through discussion and additional research, staff learned that the APS has not always been conducted in the fall. The survey has been conducted at other times of the year with “normal” levels of air travel (i.e., outside of periods with strong seasonal variation). Staff began considering the possibility of conducting the pretest in the fall and the full-scale survey a few months later, as early as January or February.

In the March 2022 Aviation Technical Subcommittee meeting, staff discussed the need for adequate timing to develop and test the new methods. The airport representatives suggested scheduling the

full-scale survey in the spring of 2023 when they anticipate a lower risk of flight cancellations and more “normal” levels of air travel.

This schedule change will also allow more time for enplanement levels to return to pre-pandemic levels.



RECOMMENDATION

The APS 2022-23 pretest will be scheduled for fall 2022 and the full-scale survey will be scheduled for spring 2023 to achieve the following:

- Allow more time for enplanement levels to recover from the pandemic.
- Perform the survey when seasonal enplanement levels are at a more “normal” level.
- Allow more time to reflect upon and finetune the survey methods based upon observations during the pretest.

Regional Air Passenger Survey

Anticipated Project Timeline

This an anticipated project timeline assuming a project kick-off during the first week of August 2022; it is subject to change.

Task	Proposed Completion Date	Proposed Completion Week
Project Kick-off (Task 1) Draft Work Plan, including project timeline (Task 1)	Shortly after NTP, likely first week of August 2022	By Week 1
Ongoing Management (Task 1)	Throughout project	Throughout Project
Final Work Plan	By August 14, 2022	By Week 2
Draft Sampling Approach and Sampling Plan (Task 2) Draft Pretest Staffing Plan (Task 5) Draft Pretest Plan (Task 5)	By September 1, 2022	By Week 4
Final Sampling Approach and Sampling Plan (Task 2) Draft Web-based Survey Instrument, Informational Postcard, and Online Survey Dashboard (Task 3) Draft Plan to Administer Survey Participation Incentive (Task 4) Final Pretest Staffing Plan (Task 5)	By September 30, 2022	By Week 8
Web-based Survey Instrument, Informational Postcard, and Online Survey Dashboard (Task 3) Memo Documenting Survey Procedures (Task 3) Complete Plan to Administer Survey Participation Incentive (Task 4) Complete Security Procedures and Badging for Pretest (Task 5)	By October 15, 2022	By Week 10

Task	Proposed Completion Date	Proposed Completion Week
Update Sampling Plan for Survey Pretest with Latest Flight Data (Task 2) Final Pretest Plan (Task 5)		
Print Informational Postcards (Task 3)	By October 21, 2022	By Week 11
Conduct a Survey Pretest to Evaluate Methods (Task 6)	Between November 1 and November 18, 2022	Between Week 12 and Week 16
Complete Memo Evaluating Pretest Results and Recommendations for Refining Survey Methods (Task 6) Submit Pretest Data Files (Task 6)	By January 1, 2022	By Week 19
Refine the Survey Methods Following Pretest (Task 6) Draft Field Collection Staffing Plan (Task 5)	Between January 1 and February 15, 2023	Between Week 19 and Week 25
Final Field Collection Staffing Plan (Task 5)	By March 1, 2023	Week 27
Update Sampling Plan for Survey Field Collection with Latest Flight Data (Task 2) Complete Security Procedures and Badging for Survey Field Collection (Task 5)	By March 15, 2023	Week 29
Conduct Survey Field Collection (Task 7)	Between April 1 and April 30, 2023	Between Week 31 and Week 34
Repeat any Necessary Field Work (Task 7)	Between May 1 and May 15, 2023	Between Week 35 and 37
Prepare Data Files and Final Survey Report (Task 8)	By July 30, 2023	By Week 52

Task	Proposed Completion Date	Proposed Completion Week
COG staff review and provides questions/comments on data files and final survey report (Task 8)	By September 15, 2023	By Week 58
Respond to any comments (Task 8)	By October 15, 2023	By Week 62