

## MEMORANDUM

**TO:** Aviation Technical Subcommittee  
**FROM:** Arianna Koudounas, TPB Transportation Planner  
**SUBJECT:** Supplemental Guidance on the Airport Improvement Program for Fiscal Years 2018-20  
**DATE:** September 27, 2018

---

### Funding Opportunity

The Metropolitan Washington Council of Governments (COG), through the Transportation Planning Board (TPB), intends to submit an application for a Federal Aviation Administration (FAA) grant, made available through the Consolidated Appropriations Act of 2018 and to be awarded in FY2018, FY2019, or FY2020 in an amount yet to be determined. The grant will be used to conduct an independent evaluation and prepare recommendations to enhance the bi-annual Regional Air Passenger Survey as part of COG's Continuous Airport Systems Planning (CASP) Program. This supplemental grant program provides COG/TPB with a one-time opportunity to conduct this needed planning-level analysis without disrupting current funding to the core CASP program.

The grant would include procurement of an independent consultant study to be undertaken as part of COG's Continuous Airport System Planning (CASP) Program managed within the Department of Transportation Planning. The purpose of the study is to conduct an independent evaluation of the current Regional Air Passenger Survey process and make recommendations intended to help enhance the survey's ground access planning information and improve overall future survey response rates.

### Objectives

Over the past several regional air passenger surveys, the overall response rate has been slowly declining. If this trend continues, the survey program potentially could reach the point where the results are not statistically defensible. As a result, TPB staff recommends pursuing this one-time funding opportunity to conduct an independent analysis of the regional air passenger survey program and identify ways to stabilize, if not improve, the response rates of future surveys while not undermining the quality of the survey results or disrupting the time-series nature of comparable survey data.

### Timeline

- Application Submission: October 2018
- Award Period: FY2019 or FY2020
- If awarded:
  - COG-TPB staff will prepare a Request for Proposals (RFP) and consider proposals from qualified firms
  - Study to be completed, including briefing and recommendations to the Aviation Technical Subcommittee, within 12-months of FAA Notice to Proceed, if successful



## **Deliverables**

- Literature review on air passenger survey data collection methods, with a focus on increasing survey response rates and identifying cost savings and/or efficiencies in air passenger survey data collection
- Interviews and written interview summaries with key stakeholders, including representatives from the region's three commercial airports: Baltimore-Washington Thurgood Marshall International Airport, Dulles International Airport, and Regan National Airport
- Minutes from each meeting and call
- Draft Report
- Final Report
- Briefing to Aviation Technical Subcommittee on recommendations for improvements/enhancements to the Regional Air Passenger Survey Program