



# 2025 WASHINGTON-BALTIMORE REGIONAL AIR PASSENGER SURVEY

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## Status Update

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Aviation Technical Subcommittee  
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# Current Project Status

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- COG staff is badged at 2 out of 3 airports, and preparations are underway to begin the badging process for COG's contractor/subcontractor staff (ICF/Ebony).
- In coordination with ICF, COG staff is developing the web-based survey instrument and reviewing the operations plan for conducting the survey.
- COG staff is developing a program for selecting sampled flights using flight data obtained from the airports.
- Presentations have been delivered by COG staff at the airport management/tenant meetings at BWI, DCA, and IAD.
- COG staff is coordinating with airport partners to secure badges, airport secure rooms, official airport letters/bulletins, and parking passes.



# List of Tasks

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- **Task 1:** Badging Process
- **Task 2:** Presentation to the Airports
- **Task 3:** Web Based Survey and Printed Material
- **Task 4:** Administration, Staffing and Security Procedures
- **Task 5:** Preparation for Survey Implementation
- **Task 6:** Conduct Survey Field Collection



# Task Description

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- **Task 1: Badging Process**

Obtain badges for COG, ICF, and Ebony staff at BWI, IAD, and DCA airports.

- **Task 2: Presentation to Airports**

COG staff will present at airport management/tenant meetings at all three airports to ensure that key airport stakeholders –*Security and Airlines*— are informed about survey activities.

- **Task 3: Web-Based Survey and Printed Materials**

In coordination with COG staff, ICF will prepare the survey questionnaire, online dashboard, business cards with QR codes, and interviewer scripts.



# Task Description (2)

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- **Task 4: Administration, Staffing and Security Procedures**

Oversee the hiring process of data collection staff, prepare training materials, and manage the scheduling and implementation of survey activities across the three airports. COG staff will also coordinate with airport partners to secure rooms, airport letters and bulletins, and parking passes for survey field staff.

- **Task 5: Preparation for Survey Implementation**

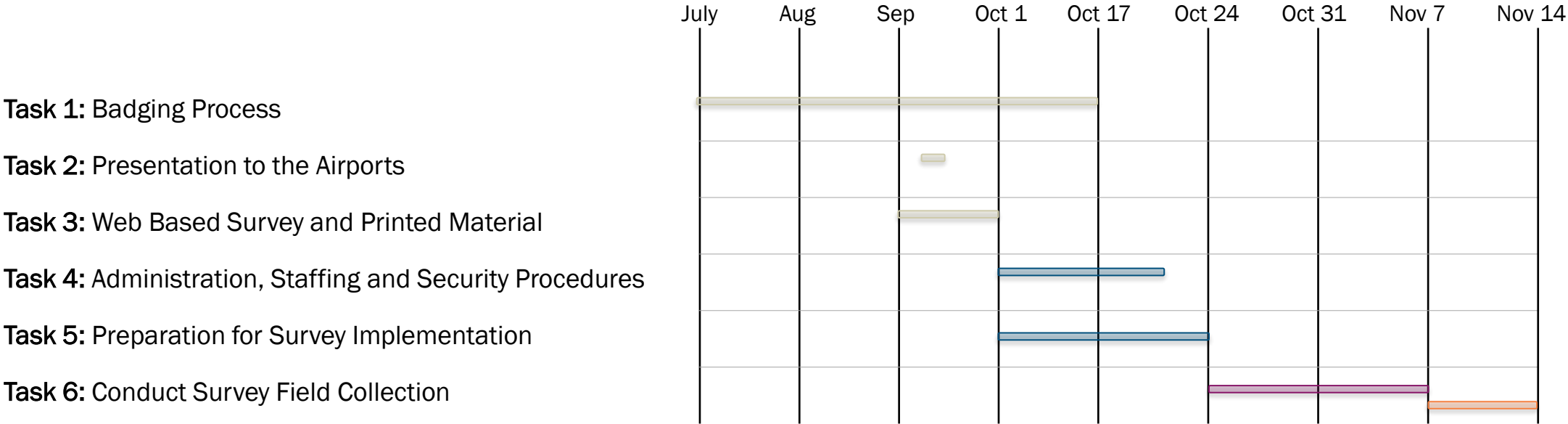
Complete final testing of the survey instrument, online dashboard, and on-site training before survey launch.

- **Task 6: Conduct Survey Field Collection**

Under the supervision of COG and ICF staff, Ebony staff will conduct survey field collection over 14 days concurrently at the three airports, followed by a 7-day resurvey period.



# Current Timeline



NOTE: This is the current targeted timeline; exact dates have not yet been determined.

# Survey Fielding Schedule

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## Training Period (exact date TBD)

- Half day on-site training
- Participants: Data collectors, COG staff, and contractor staff
- Purpose: Familiarize field staff with airport access and gates

## Primary Survey Period (exact date TBD)

- Two full weeks, from late October through early November

## Resurvey Period (exact date TBD)

- One full week in mid-November
- Conducted for flights that did not meet the threshold response rate (to be determined from the primary survey period)



# Request to Airports - Update

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- Badging Process

- DCA: COG staff badged;  
Contractor sponsorship process ongoing
- IAD: COG staff badged;  
Contractor sponsorship process ongoing
- BWI: COG staff badging process ongoing  
Contractor sponsorship process ongoing

- Airport Room

- DCA: In coordination
- IAD: Arranged
- BWI: Arranged

- Airport Official Letters

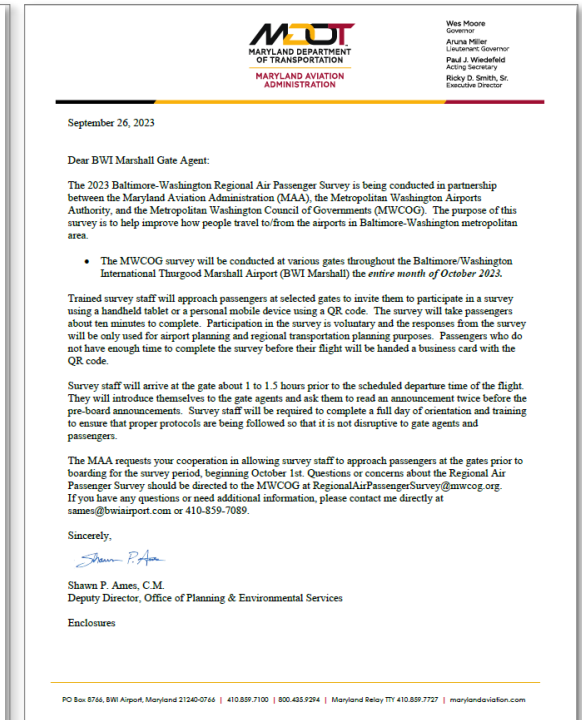
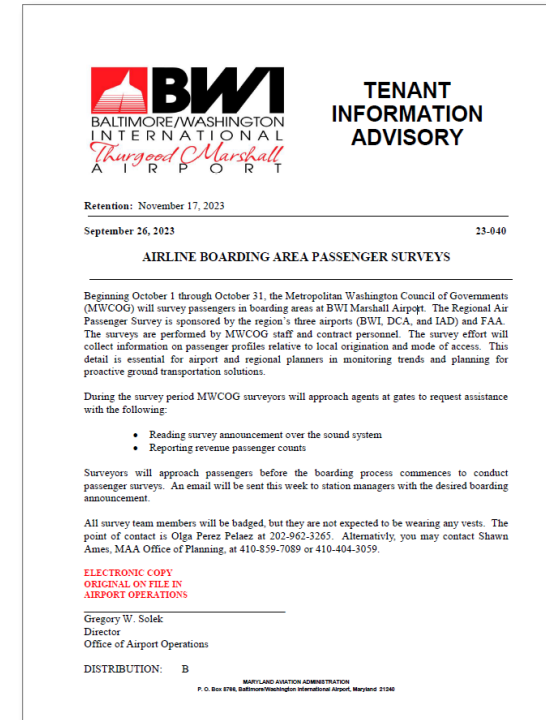
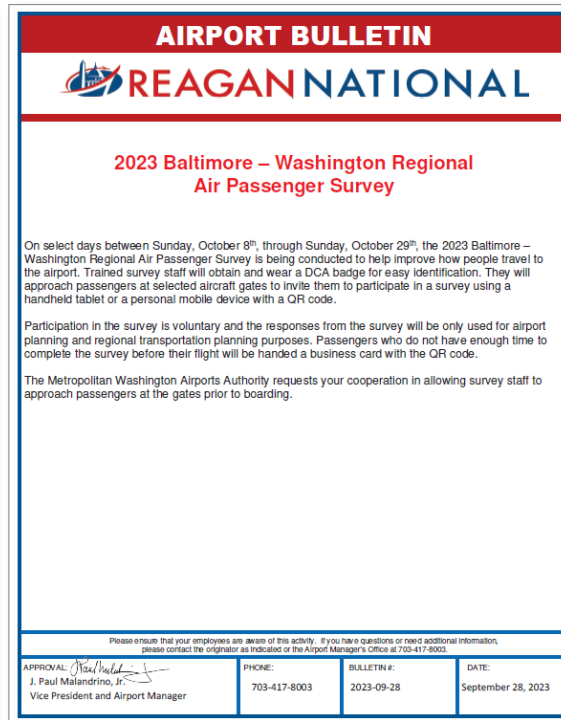
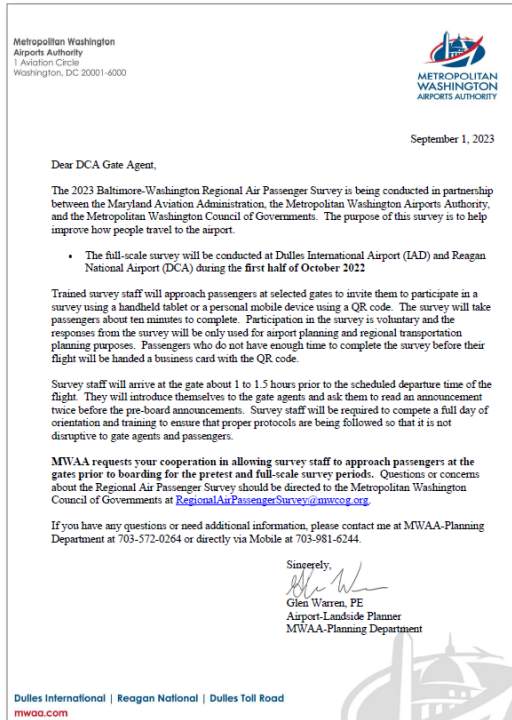
- Ideally issued in the weeks prior to the start of the survey

- Parking Passes - By Airport

- On-Site Training: 15 parking passes
- Data Collection Period: 315 Parking Passes (21 per day)
- Resurvey Period: 147 Parking Passes (21 per day)



# Airport Letters – Examples from 2023 APS



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