



MEMORANDUM

To: Blair Airport Authority

From: Trevor Corey, Assistant Airport Manager

Date: August 18, 2026

Subject: Recommendation for Approval and Adoption of Airport Improvement Program (AIP) Oversight Documents and Business Continuity Plan

Purpose

The purpose of this memorandum is to present four airport administrative and compliance documents for review, approval, and adoption by the Blair Airport Authority. The documents are being presented as a package because they collectively establish the policies, procedures, and internal controls necessary to support the Airport's operations, grant administration, financial accountability, and continuity of services.

Documents Presented for Approval

1. AIP Oversight Document – Procurement Process

Establishes the procurement requirements, legal authorities, and purchasing procedures utilized for Airport Improvement Program (AIP) grant-funded projects and related airport purchases. The document identifies applicable state procurement laws, competitive bidding requirements, consultant selection procedures, and purchasing controls.

2. AIP Oversight Document – Disbursement Process

Documents the process for reviewing, approving, and disbursing AIP grant funds. The document outlines the workflow for processing consultant estimates, grant reimbursements, and contractor payments while ensuring appropriate financial oversight and accountability.

3. AIP Oversight Document – Grant Oversight Process

Defines the procedures used to plan, apply for, administer, monitor, close out, and retain records associated with FAA Airport Improvement Program grants. The document clarifies the responsibilities of the Blair Airport Authority, Nebraska Department of Transportation Division of Aeronautics, airport consultants, and the Federal Aviation Administration throughout the grant lifecycle.

4. Business Continuity Plan / Continuity of Operations Plan (BCP/COOP)
Establishes a framework for maintaining essential airport functions and restoring operations following emergencies, disasters, utility failures, cyber incidents, or other disruptions. The plan identifies critical functions, recovery priorities, succession of authority, communication procedures, and continuity strategies necessary to ensure continued airport operations.

Discussion

~~These documents provide formal written procedures that strengthen organizational accountability, improve operational resilience, and support compliance with federal, state, and local requirements. Collectively, they establish clear guidance for procurement, financial management, grant administration, records retention, emergency response, and continuity of operations~~

~~The adoption of these documents will provide the Blair Airport Authority with documented policies and procedures that support ongoing airport operations and demonstrate prudent management practices to regulatory agencies, funding partners, auditors, and stakeholders.~~

Recommendation:

Approve and adopt the following documents as presented:

- AIP Oversight Document – Procurement Process
- AIP Oversight Document – Disbursement Process
- AIP Oversight Document – Grant Oversight Process
- Business Continuity Plan / Continuity of Operations Plan (BCP/COOP)

Approval of these documents will establish and formalize the procedures necessary for effective grant administration, financial oversight, procurement compliance, operational continuity, and long-term organizational preparedness at Blair Executive Airport. **These documents are required to be adopted by the Nebraska Department of Transportation Aeronautics and will be forwarded to their office for grant compliance.**