

AIP Oversight Document

Disbursement Process

August 18, 2026

The following procedure is in reference to the payment process for **federally funded AIP Grants only**. All AIP grant funds shall be disbursed in accordance with the grant agreements. Similar procedures are in effect for payments regarding the day-to-day function of the Nebraska Department of Transportation, Division of Aeronautics (Aeronautics).

Steps in the Disbursement Process include:

1. Airport Consultants will send various Progress Estimates to Aeronautics on a standard form provided by Aeronautics. The Estimates request payment for services provided or construction completed. They are certified by the Consultant that the information has been validated and done according to the contract.
2. Once Aeronautics receives an Estimate, it is reviewed by the Engineering Division and forwarded to the Accounting Division. The Accountants check the Estimate for accuracy and prepare a Summary of Costs. The Summary shows the Blair Airport Authority the federal funds they will receive for the submitted Estimate(s). The Accountant signs the Summary of Costs before it is returned to the Engineering Division for final approval.
3. The Engineering Division reviews the Estimates and Summary of Costs for final approval. If acceptable, the Engineer approves/signs the Estimates and the Summary. The documents are then sent to the Sponsor for review and approval/signature. The Sponsor is advised by Aeronautics that, if acceptable, the estimates should be paid.
4. The Airport Manager/City Administrator reviews the Estimates and/or Summary of Costs, and if in agreement, signs the Estimates and/or Summary of Costs. The documents are sent back to Nebraska Department of Transportation, Aeronautics Division, as well as the City Treasurer for further processing and payment.
5. When the Sponsor approved/signed Summary and Estimates are returned to Aeronautics, the Accountant forwards the documents to the Accounts Payable desk for payment. The Summary is processed through the State accounting system in the same manner and subject to the same approvals, cross-checks, and safeguards as all State payables. Once payment is approved, the funds are electronically transferred to the Sponsor, and the Sponsor is notified.
6. After Aeronautics receives notice that payment to the Sponsor has been completed, the Accountant then requests the Federal funds through the Delphi eInvoicing System, a DOT/FAA electronic website.
7. All disbursements shall be made in accordance with [Nebraska State Statutes](#) and all laws governing the Blair Airport Authority. No disbursements shall occur until approved.
8. Funds are disbursed to Contractor per Blair Airport Authority procedures and after Authority Board approval.

Procedures Reviewed and Approved: August 18, 2026

David Johnson, Airport Authority Chairman _____

Sara Bach, City Treasurer _____

Brenda Wheeler, City Clerk _____