

AIP Oversight Document

Grant Oversight Process

August 18, 2026

Nebraska is a channeling state in accordance with [Nebraska Statute 3-239](#). In accordance with this law, grant funds for all general aviation and select primary airports are processed through the Nebraska Department of Transportation, Division of Aeronautics (Aeronautics). Aeronautics also provides project administration and guidance throughout the grant process. Therefore, the administration of grant funds is a team effort between the airport sponsor and Aeronautics.

Steps in the Grant Process include:

1. Project Planning
 - a. Capital Improvement Plans are reviewed in December/January. Any requests for changes in future grant funds are to be submitted by the Blair Airport Authority to Aeronautics before the end of January.
 - b. A preliminary request for funds is submitted to Aeronautics on the ACIP Data Sheets in accordance with [AIP Sponsor Guide 600](#). Data sheets must be approved by the Nebraska Aeronautics Commission prior to the submittal to the FAA.
2. Project Application and Grant Acceptance
 - a. Project applications are prepared in accordance with [AIP Sponsor Guide 720](#). Aeronautics prepares the applications with information from the airport consultant, airport sponsor, and FAA. Project applications are to be submitted to FAA prior **to May 1** of the fiscal year in which funds are requested.
 - b. Federal grants are issued by the FAA and executed by the Blair Airport Authority in accordance with [AIP Sponsor Guide 740](#).
3. Project Implementation
 - a. The airport consultant submits progress estimates to Aeronautics for completed work. These estimates are reviewed for accuracy and compliance with contract documents before being sent to the airport sponsor with a request that the bill be paid. The consultant certifies on the progress estimate that all submitted fees are correct and provides backup documentation as required.
 - b. The steps for processing the progress estimates and submitted invoices are outlined in the Disbursement Processes Section. Disbursement of the grant funds is a team effort, including *<insert airport sponsor>*, the sponsor's consultant, and Aeronautics.
4. Grant Closeout
 - a. The projects are closed in accordance with [AIP Sponsor Guide 1600](#).

- b. A final project inspection is done and documented on the FAA Form 5100-17. The airport consultant invites the FAA, Aeronautics, airport sponsor, and contractor to participate in the final inspection.
- c. The airport consultant submits the documentation required by the Sponsor Guide to Aeronautics for review and comment.
- d. Blair Airport Authority submits copies of all the canceled checks from the project. Aeronautics reviews the payment date to validate that grant funds were disbursed in a timely manner.
- e. Aeronautics coordinates the Completion and Release form for all construction projects.
- f. Aeronautics sends final documents to the FAA for review and approval.
- g. Requests for grant amendments, if needed, are prepared by Aeronautics.

5. Project Records

- a. Aeronautics:
 - i. Retains all project files (documents, financial records, payroll records, correspondence, etc.) for three (3) years after the grant has been closed.
 - ii. After a period of at least three (3) years from the project closure, the files can be condensed. Items remaining in the file include the grant, final financial documents, technical specifications, contracts, and other project documents that may be beneficial for future reference.
- b. Blair Airport Authority retains all records per requirements of the State of Nebraska records retention Act and requirements per FAA grant covenants. All grant files are maintained at a minimum of 20 years. Record retention is the responsibility of the Blair City Clerk.

Procedures Reviewed and Approved: August 18, 2026

David Johnson, Airport Authority Chairman _____

Sara Bach, City Treasurer _____

Brenda Wheeler, City Clerk _____