

AIP Oversight Document

Procurement Process

August 18, 2026

The Nebraska Department of Transportation, Division of Aeronautics (Aeronautics) has established procedures for AIP grant processing based on State statutes, procedural manuals, and published guidelines. The following is a list of those resources:

1. Laws of the State of Nebraska. Various laws exist in the State of Nebraska, establishing requirements, restrictions, and guidelines for procurement activity. The following statutes apply.

CHAPTER 73 PUBLIC LETTINGS AND CONTRACTS

- [73-501](#) Purposes of sections.
- [73-502](#) Terms, defined.
- [73-503](#) Documentation; requirements.
- [73-504](#) Competitive bidding requirements.
- [73-505](#) State agency directors; duties.
- [73-506](#) State agency contracts for services; requirements.
- [73-507](#) Exceptions.
- [73-508](#) Preapproval; required; when.
- [73-509](#) Pre-process; required; when; procedure.
- [73-510](#) New proposed contract in excess of fifteen million dollars; submission of contract and proof-of-need analysis; information required; division; duties; state agency; filing required.

CHAPTER 81 STATE ADMINISTRATIVE DEPARTMENTS

- [81-145](#) Materiel division; terms, defined.
- [81-153](#) Materiel division; powers and duties; enumerated.
- [81-154](#) Materiel division; standard specifications; establish and maintain; cooperation of using agencies; competitive bids.
Materiel division; University of Nebraska; purchase agreements.
- [81-156](#) Laboratory tests; fee.
- [81-159](#) Requisitions by using agency; procedures used by materiel division.
- [81-161](#) Competitive bids; award to lowest responsible bidder; elements considered; energy star certified appliances.

<u>81-161.01</u>	Competitive bids; time requirements; waiver.
<u>81-161.02</u>	Competitive bids; rejection by materiel division; grounds; new bids.
<u>81-161.03</u>	Direct purchases, contracts, or leases; approval required, when; report required; materiel division; duties; Department of Correctional Services; purchases authorized.
<u>81-161.04</u>	Materiel division; surplus property; sale; procedure; proceeds of sale, how credited.
<u>81-161.05</u>	Materiel administrator or employee; financial or beneficial personal interest forbidden; gifts and rebates prohibited; violations; penalty.
<u>81-161.06</u>	State Surplus Property Revolving Fund; created; use; investment.
<u>81-162</u>	Purchases or leases; form of contract.
<u>81-164</u>	Central mailing room; equipment required.
<u>81-165</u>	Official outgoing mail to be metered; members of Legislature, when exempt.
<u>81-166</u>	Postage records; requirements.
<u>81-167</u>	Repealed. Laws 2022, LB1012, § 33.
<u>81-168</u>	Central mailing room; employees; hours staggered.
<u>81-171</u>	Delivery of mail to mailing room for unofficial business; violation; penalty.
<u>81-907</u>	Surplus property; purchase or receive from government.
<u>81-1015</u>	State-owned vehicles; title in bureau; purchases; restrictions.
<u>81-1118</u>	Materiel division; established; duties; administrator; branches; established.
<u>81-1118.01</u>	Materiel administrator; inventory record; state property; powers and duties.
<u>81-1118.02</u>	State property; inventory; how stamped; action to recover.
<u>81-1118.03</u>	Personal property; purchase or lease; approval; solicitation by Department of Administrative Services; duties.
<u>81-1118.04</u>	Materiel division; purposes.
<u>81-1118.05</u>	Materiel division; powers and duties.
<u>81-1118.06</u>	Materiel division; state purchasing bureau; purposes.
<u>81-1184</u>	Legislative intent.
<u>81-1185</u>	State government recyclable material, defined.
<u>81-1186</u>	Department; duties.
<u>81-1187</u>	Disposition of state government recyclable material.
<u>81-1188</u>	Resource Recovery Fund; created; use; investment.
<u>81-1189</u>	Rules and regulations.

<u>81-1701</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Act; purpose; applicability.
<u>81-1702</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Act, how cited.
<u>81-1703</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Definitions; sections applicable.
<u>81-1704</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Professional services, defined.
<u>81-1705</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Agency, defined.
<u>81-1706</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Firm, defined.
<u>81-1707</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Compensation, defined.
<u>81-1708</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Agency official, defined.
<u>81-1709</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Project, defined.
<u>81-1710</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Continuing contract, defined.
<u>81-1711</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Department of Administrative Services; Department of Transportation; project; procedures.
<u>81-1712</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Project; professional services required; notice; qualifications and performance data; statements; certification; procedures; Department of Administrative Services; adopt.
<u>81-1713</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Project; professional services; qualifications; agency; evaluation; selection; considerations.
<u>81-1714</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Sections, how construed.
<u>81-1715</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Professional services; agency; negotiate contract; procedure; failure to contract; effect.
<u>81-1716</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Professional services; contract; contingent fees; prohibited; penalty.
<u>81-1717</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Agency contract for professional services; prohibited acts; penalty.
<u>81-1718</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Professional services; contract; improper action; penalty.
<u>81-1719</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Professional services; contract; agency official; conflict of interest; penalty.
<u>81-1720</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT: Professional services; selection process; notice; when not required.
<u>81-1721</u>	NEBRASKA CONSULTANTS' COMPETITIVE NEGOTIATION ACT:

- [81-2401](#) PROMPT PAYMENT ACT: Act, how cited.
- [81-2402](#) PROMPT PAYMENT ACT: Terms, defined.
- [81-2403](#) PROMPT PAYMENT ACT: Goods or services; payment in full; when required.
- [81-2404](#) PROMPT PAYMENT ACT: Creditor; charge interest; when.
- [81-2405](#) PROMPT PAYMENT ACT: Incorrect bill; notice to creditor; corrected bill; payment.
- [81-2406](#) PROMPT PAYMENT ACT: Act, how construed.
- [81-2407](#) PROMPT PAYMENT ACT: Act; applicability.
- [81-2408](#) PROMPT PAYMENT ACT: Agency; reports; required.
- [81-15159](#) Legislative findings and intent; state purchases; preference requirements.

CHAPTER 84 STATE OFFICERS

- [84-712.01](#) Public records; right of citizens; full access; fee authorized.
- [84-712.05](#) Records which may be withheld from the public; enumerated.

2. State of Nebraska Accounting Manual. This manual establishes statewide requirements and procedures for separating duties and processing receipts and disbursements, including creating, approving, and reconciling documents.
3. State of Nebraska Procurement Manual. This manual details procedures for purchasing and procurement. It establishes guidelines for process flows and document approvals. The guidelines in this manual are used to establish approval routes for necessary documents within our accounting system.
4. Nebraska Secretary of State, Records Management Manual. This manual establishes retention records for all documents in the Agency, from timesheets to grant documents.
5. State of Nebraska Purchasing Card Manual. This manual sets all rules & requirements for each purchasing card user.

These manuals are routinely updated by State personnel in their respective agencies.

Procedures Reviewed and Approved: August 18, 2026

David Johnson, Airport Authority Chairman _____

Sara Bach, City Treasurer _____

Brenda Wheeler, City Clerk _____