

Business Continuity Plan/Continuity of Operations Plan

Name of Airport: Blair Executive Airport

Adoption Date: August 6, 2026

Most Recent Update: August 6, 2026

Purpose

The purpose of this plan is to define the recovery processes necessary to restore the Blair Executive Airport's critical operational and business functions under all threats and conditions.

Scope

This plan applies to the functions, operations, and resources necessary to ensure the continuation of the Blair Executive Airport's essential functions in the event its normal operations are disrupted. The plan was approved and adopted on _____ and is applicable to those persons or agencies tasked within the plan.

Assumptions

In developing this plan, the following were considered:

- An airport analysis was conducted to determine the essential functions and prioritize recovery actions and identify resources needed to recover from and continue operations of those functions after disruptions.
- There should be compatibility with The Blair Airport Authority's existing continuity plans or processes.
- Airport operations may need to continue under degraded conditions for an extended period of time following a disruption.
- Functions not within the airport's control have been considered with appropriate contractors, leaseholders, tenants, government entities, or agencies.
- Blair Executive Airport may have a requirement to purchase business interruption (BI) insurance and has consulted with its risk manager or the risk manager of the city or county government.
- Key personnel may be unavailable due to injury, illness, travel, personal circumstances, or incident-related impacts; therefore, succession of authority and delegation of responsibilities may be necessary.
- Cellular communications, text messaging, email, and other communication systems may be partially or completely disrupted during an incident, requiring the use of alternate communication methods.
- Local emergency responders, utility providers, contractors, and governmental agencies may be operating under increased demand and may not be immediately available to support recovery efforts.
- The primary objective of all continuity and recovery activities will be protection of life and safety, followed by restoration of critical airport operations and services.

Distribution List:

Name, Title, and Organization	Date	Number of Copies	Method of Delivery
David Johnson, Chairman, Blair Airport Authority	8/18/2026	1	Electronic & Hard Copy
Brenda Wheeler, Clerk, City of Blair	8/18/2026	1	Electronic & Hard Copy
OPEN, Airport Manager, Blair Executive Airport	8/18/2026	1	Electronic & Hard Copy
Trevor Corey, Assistant Airport Manager, Blair Executive Airport	8/18/2026	1	Electronic & Hard Copy
Jeremy Kinsey, Police Chief, City of Blair	8/18/2026	1	Electronic & Hard Copy
Ryan Sullivan, Emergency Manager, Washington County Ne.	8/18/2026	1	Electronic
OPEN, City Administrator, City of Blair	8/18/2026	1	Electronic
Charles Heaton, Deputy City Administrator of Public Works, City of Blair	8/18/2026	1	Electronic
Aaron Barrow, Deputy City Administrator of Public Safety	8/18/2026	1	Electronic

BCP/COOP Leadership Team

- Airport Manager: Open
- Assistant Airport Manager: Trevor Corey
- City/County Manager: Open
- Department Head: Aaron Barrow
- Airport Operations: Trevor Corey

Essential Function:

Maintain Safe Airfield Operations and Emergency Response Capability

Steps:

1. Conduct airfield inspections and identify hazards.
2. Maintain runway, taxiway, apron, and lighting systems in a safe operating condition.
3. Issue and coordinate NOTAMs when required.
4. Coordinate with FAA, emergency responders, tenants, and airport users during emergencies.
5. Ensure access for emergency aircraft operations and public safety response.
6. Monitor weather conditions and implement operational restrictions as needed.

Special Skills Required to Operate the Function:

- Airport Operations and Safety Training
- FAA Part 139 knowledge (if applicable)
- Incident Command System (ICS) / NIMS Training
- Aircraft Emergency Response Training

- NOTAM issuance procedures
- Airfield inspection training

Main Contact: Trevor Corey

Phone: (cell/home): 531-209-4067

E-mail: blairairport@blairne.gov

Time Sensitivity for Recovery of the Function:

☐ Critical <0-12 hours

☒ Urgent 12-48 hours

☐ Important 24-48 hours

☐ Low 48+ hours

Essential Function:

Maintain Airport Communications, Administration, and Tenant Services

Steps:

1. Maintain communication with tenants, FAA personnel, airport authority members, and emergency responders.
2. Manage tenant access, gate security, and hangar operations.
3. Process financial transactions, leases, fuel vendor coordination, and airport records.
4. Maintain airport websites, contact information, and public notifications.
5. Coordinate recovery activities with the City of Blair and airport stakeholders.
6. Protect and restore critical business records and electronic systems.

Special Skills Required to Operate the Function:

- Airport administration experience
- Financial and records management
- Microsoft 365 and computer systems proficiency
- Public communication and stakeholder coordination
- Knowledge of airport leases and regulatory requirements

Main Contact: Trevor Corey

Phone: (cell/home): 531-209-4067

E-mail: blairairport@blairne.gov

Time Sensitivity for Recovery of the Function:

☐ Critical <0-12 hours

☐ Urgent 12-48 hours

☒ Important 24-48 hours

☐ Low 48+ hours

Essential Function:

Preserve Airport Infrastructure and Utilities

Steps:

1. Restore electrical power, internet, and communications systems.
2. Inspect airport facilities, hangars, fuel systems, gates, and security systems.
3. Coordinate repairs with vendors and contractors.
4. Ensure safe access to airport property for tenants and emergency personnel.

5. Document damage and coordinate insurance or FEMA assistance if applicable.

Special Skills Required to Operate the Function:

- Facilities management
- Contractor coordination
- Basic electrical and mechanical systems knowledge
- Emergency damage assessment training

Main Contact: Trevor Corey

Phone: (cell/home): 531-209-4067

E-mail: blairairport@blairne.gov

Time Sensitivity for Recovery of the Function:

☐ Critical <0-12 hours

☐ Urgent 12-48 hours

☐ Important 24-48 hours

☒ Low 48+ hours

Concept of Operations

The Blair Executive Airport Business Continuity Plan/Continuity of Operations Plan (BCP/COOP) provides a framework to ensure the continuation and recovery of essential airport functions during and following a disruption. The plan establishes responsibilities, lines of authority, communication procedures, recovery priorities, and operational processes necessary to maintain safe airport operations and restore services in a timely manner. Airport personnel, City of Blair staff, emergency responders, contractors, tenants, and other stakeholders may be involved in recovery activities depending on the nature and severity of the incident.

Roles and Responsibilities

Leadership Team:

Airport Manager
Airport Assistant Manager
City Administrator
Blair Airport Authority Chairman
Public Works Director (or equivalent)

Crisis Management Team:

Airport Manager
Assistant Airport Manager
Police, Fire, and Emergency Management Representatives
FAA Representatives (As Required)
Utility and contractor representatives

Business Recovery Team:

Position	Responsibilities
Airport Staff	Restore essential airport functions.
Public Works Staff	Repair damaged facilities and infrastructure
IT Staff and support personnel	Recover records and information systems

Plan Activation

When a State of Emergency is declared by the Nebraska State Governor or under conditions that it is determined by the Blair Airport Authority Chairman/Airport Manager that an incident has or will occur that will result in the interruption of essential airport functions, the BCP/COOP will be activated.

Alert and Notification

Emergency notifications will generally be coordinated by the Airport Manager and Assistant Airport Manager using mobile phones, text messaging, and Microsoft 365 email. Contact information for staff, Airport Authority members, emergency responders, tenants, contractors, and regulatory agencies shall be maintained electronically and in hard-copy format to ensure availability during disruptions.

Recovery Function Prioritization (listing of airport essential departments and functions with general prioritization)

Prioritization	Essential Functions
1	Airfield Safety, Aircraft Access and Emergency Response
2	Airport Communications and Administrative Operations
3	Airport Infrastructure, Utilities, and Facility Support

Functional Recovery Plans

Essential Function

Airfield Safety, Aircraft Access, and Emergency Response

Recovery Prioritization

Priority 1

Recovery Time Sensitivity

Critical (<12 Hours)

Function Description

Maintain safe operational status of runways, taxiways, lighting systems, aircraft movement areas, emergency access routes, and emergency response coordination. Restore minimum operational capability required for safe aircraft operations and emergency services.

Essential Function

Airport Communications and Administrative Operations

Recovery Prioritization

Priority 2

Recovery Time Sensitivity

Urgent (12-48 Hours)

Function Description

Maintain communication with tenants, FAA, Airport Authority, City officials, vendors, emergency responders, and the public. Continue records management, lease administration, financial functions, and regulatory reporting.

Essential Function

Airport Infrastructure, Utilities, and Facility Support

Recovery Prioritization

Priority 3

Recovery Time Sensitivity

Important (24-48 Hours)

Function Description

Restore power, communications infrastructure, fuel systems, buildings, hangars, gates, and airport support systems necessary to continue normal operations.

Human Resources

The following identifies the person responsible (as well as an alternate) for performing main activities:

Personnel	Name	Title	Telephone	Certifications
Lead Person	OPEN	Airport Manager	402-426-4191	
Alternative Person	Trevor Corey	Assistant Airport Manager	531-209-4067	

Critical Resources

The following identifies critical support resources, including technology and systems required to perform this function:

Item	Location	Quantity	Model Version	Vendor	Alternate Vendor	Alternate Ways to Perform Activity
Airport Vehicle	SRE Building	2	Pickup UTV	Blair Airport Authority	City of Blair	Personal Vehicle
Airfield Radio	FBO Office	3	Various			Additional Devices from Tenants
Phone Systems	Various	Multiple	Mobile & Office	Great Plains Communications	Personal Carrier	Personal Phone Systems
Fuel Systems	Airport	1	Jet A 100LL	Sapp Bro's Petroleum		Mobile Fuel Delivery

Essential Records

Vital records and databases needed to continue and complete the essential function are as follows:

Document/File Database	Location	Form (Electronic/Paper)	Prepositioned at Alternate Facility (Y/N)	Ability to Recreate (Y/N)	Supports What Main Activity?
Airport Emergency Plan	Blair City Hall/Laserfische	Both	Yes	Yes	Emergency Response
Business Continuity Plan	Blair City Hall/Laserfische	Both	Yes	Yes	Continuity
Tenant/Hangar Lease Files	Blair City Hall/Laserfische	Both	Yes	Yes	Tenant Services & Administration
Fuel Systems Reports	Blair Executive Airport	Both	No	Yes	Airport Infrastructure

Alternate Locations

The locations that all or part of the business or operational function can be relocated to the following:

Location Name	Address	Relocation Phone	Additional Information	Relocate or Alternate Way to Transfer Work
Blair City Hall	218 S. 16 th Street Blair, NE 68008	402-426-4191		Relocation
Blair Police Department	1730 Lincoln St, Blair, NE 68008	402-426-4747		Relocation
Remote	Various	531-209-4067		Ability to work Remote with limited access

Delegation of Authority/Succession

In the event that the lead person for the function is unable to perform leadership duties or is unavailable, designated successors are as follows: *(Coordination with the Blair Airport Authority will be accomplished when possible and notification provided to the appropriate parties.)*

Position	Designated Successors
Assistant Airport Manager	1. Trevor Corey
Deputy City Administrator of Public Safety	2. Aaron Barrow
Deputy City Administrator of Public Works	3. Charles Heaton

Communications:

Name	Position (Role)	Phone (home/work/cell)	E-mail	Accommodations/needs
OPEN	Airport Manager	402-426-4191	blairairport@blairne.gov	
Trevor Corey	Assistant Airport Manager	531-209-4067	tcorey@blairne.gov	None
Aaron Barrow	Deputy City Administrator of Public Safety	402-426-6691	abarrow@blairne.gov	None
Charles Heaton	Deputy City Administrator of Public Safety	402-426-6695	cheaton@blairne.gov	None

Communications Systems:

Communication System	Support Activity	Current Provider	Alternate Provider	Specifications and Notes
Email	Staff, Tenant, Vendor, and regulatory communications	Microsoft 365	Personal Email if needed	
Cell Phone	Staff Coordination and Emergency Notifications	Great Plains Communication	Personal Phone Carriers	
Instant Messaging	Rapid Employee notifications	Teams via Microsoft 356	Personal Messaging Applications	

Vendors, Suppliers, and Relocation Contacts:

Company	Contact	Phone	E-mail	Service
Omaha Public Power District (OPPD)	Dispatch	1-800-554-6773	CustomerService@OPPD.com	Electrical Power
Cox Communications	Dispatch	402-844-5757	N/A	Telecommunications
City of Blair/Washington County	Dispatch	402-426-6866	emergencymgr@washingtoncountyne.gov	Municipal Support/Emergency Response

Nebraska Department of Transportation, Aeronautics Division	Director	402-471-2371	jeremy.borrell@nebraska.gov	State Airport Support and coordination
Sapp Brothers Petroleum	Dispatch	402-895-7038	N/A	Fuel Services
City of Blair IT	Tom White	402-426-4191	itadmin@blairne.gov	IT Support

Devolution of Control and Direction

In the event a disruption prevents airport leadership or staff from performing their duties from the primary airport facility, authority and responsibility for essential airport functions shall be transferred to designated successors. Essential records, communications systems, and operational information shall be maintained in electronic and/or off-site locations whenever possible to facilitate continuity of operations.

The Airport Manager shall retain overall responsibility for directing airport operations, emergency response coordination, and recovery activities. If the Airport Manager is unavailable or unable to perform assigned duties, authority shall transfer to the Assistant Airport Manager. If both positions are unavailable, authority shall transfer to the City Administrator and subsequently to the Airport Authority Chairperson until normal leadership is restored.

Should airport facilities become inaccessible, administrative and coordination activities may be conducted from alternate locations including City of Blair offices, Public Works facilities, or other approved locations. Essential airfield safety functions shall continue utilizing available airport personnel, municipal staff, contractors, emergency responders, and mutual aid resources as necessary.

All personnel, assuming delegated authority, shall exercise only those authorities necessary to maintain safe operations, protect life and property, and restore essential airport functions until normal operations can be re-established.

Reconstitution

The Airport Manager shall be responsible for managing and coordinating the reconstitution process following a disruption affecting airport operations. Once emergency conditions have stabilized, an assessment of airport infrastructure, facilities, communication systems, records, utilities, and operational capabilities will be conducted to determine the readiness of the airport to resume normal operations.

Essential functions that have been operating from alternate facilities, temporary work locations, or under emergency procedures shall continue until the Airport Manager determines that normal operations can be safely resumed. Prior to reoccupied damaged facilities, inspections shall be completed and coordination shall occur with appropriate local, state, and federal agencies as necessary.

Recovery actions shall be prioritized to ensure safe airfield operations, restoration of communications systems, recovery of critical records and information technology systems, and the resumption of tenants and public services. Any temporary procedures implemented during continuity operations shall be discontinued in a controlled manner to avoid disruption to airport operations.

Upon restoration of normal operations, airport leadership shall conduct an after-action review to identify lessons learned, evaluate recovery effectiveness, and recommend improvements to this Business Continuity Plan. Necessary revisions shall be incorporated into future plan updates and staff shall be informed of any changes.

Plan Testing, Training, and Exercise

Blair Executive Airport personnel shall be trained on the Business Continuity Plan/Continuity of Operations Plan upon adoption and whenever significant revisions are made. New employees assigned responsibilities under this plan shall receive orientation training as part of their onboarding process. Airport personnel shall maintain familiarity with their continuity responsibilities, emergency contact procedures, succession of authority, and recovery priorities.

The plan shall be reviewed annually by the Airport Manager and key personnel to verify the accuracy of contact information, vendor lists, recovery procedures, critical resources, and essential functions. Any changes in staffing, facilities, technology systems, or airport operations shall be incorporated into the plan as necessary.

Blair Executive Airport shall conduct at least one continuity-related exercise every two years. Exercises may include tabletop discussions, severe weather response scenarios, utility outage scenarios, cyber incident scenarios, aircraft emergency exercises, or other emergency preparedness activities that test the airport's ability to continue essential functions and recover operations.

Following any exercise, emergency event, or plan activation, an after-action review shall be conducted to identify strengths, weaknesses, lessons learned, and corrective actions. Recommended improvements should be documented and incorporated into future updates of this plan.

Plan Review and Maintenance

This plan shall be reviewed each year during the airport's annual planning and budgeting cycle and presented to the Blair Airport Authority for awareness. Contact information, vendor lists, emergency procedures, and critical resource inventories shall be verified and updated as necessary to ensure continuity of airport operations.

Procedures Reviewed and Approved: August 18, 2026

David Johnson, Airport Authority Chairman _____

Sara Bach, City Treasurer _____

Brenda Wheeler, City Clerk _____