

Subject: Airport Maintenance and Operation Reimbursement Requests
State Fiscal Years 2016 and 2017

Our web site location (<http://www.dot.state.mn.us/aero/airportdevelopment/mando.html>) for maintenance and operation related items has now been updated, and this e-mail contains information pertaining to reimbursement requests.

Once your airport maintenance and operation grant contract has been fully executed, you are ready to submit reimbursement requests according to the payment schedule listed in your grant contract. For state fiscal year 2016 only, please submit your expenses for the time frame of July 1, 2015 through December 31, 2015 as soon as you are notified of your grant contract being fully executed, but no later than April 20, 2016.

Please be sure to review the Eligible and Ineligible Maintenance and Operation Expenses lists at our web site location listed previously. Many expenses have been moved from ineligible to eligible.

You will be reimbursed for 75% of the eligible item costs up to the amount indicated in your grant contract. Please submit **ALL** eligible expenses for the state fiscal year even **AFTER** you have received 100% of your grant contract dollar amount. This data will be used to monitor the funding gap between what is actually spent and what is reimbursed under the maintenance and operation grant contract. The gap analysis will inform the biennial budget cycle and the legislature of the level of needs at Minnesota's airports so that adjustments in the funding level can be considered. Once you have received 100% of your grant contract dollar amount, the only paperwork that needs to be submitted is a completed Maintenance and Operation Credit Application. No back-up documentation will be required.

Option #1 – Credit Application with Itemization Forms:

Complete and submit the Maintenance and Operation Credit Application, one copy of the Excel itemization forms, and back-up documentation (cancelled checks are not acceptable). Your back-up documentation must clearly correlate with the breakout items on the credit application. The credit application form and Excel itemization forms can be accessed at our web site listed above.

Option #2 – Credit Application with Ledger:

Complete and submit the Maintenance and Operation Credit Application along with your accounting ledgers **IF** the information required on our forms is included in your ledger. If you plan to submit accounting ledgers that contain both eligible and ineligible items, please cross off ineligible items or highlight the eligible items, and mark them to correlate with the breakout items on the credit application. Accounting ledgers may serve for both the reporting form and back-up documentation (cancelled checks are not acceptable) if all of the information required on our forms is shown.

Please note:

If you have received federal or state monies in the purchase of maintenance equipment, you cannot charge a unit rental rate for that piece of equipment. You can charge a labor rate to provide manpower for that piece of equipment, however, if applicable.

I would like to clarify that "Date Expense Incurred" on the Excel itemization forms is not the date you paid the bill. It is the actual date of the occurrence. Any eligible expenses you incur in June of 2016, must be submitted with your 4th quarter reimbursement request (April 1, 2016 through June 30, 2016). Submitting it with the 1st quarter (July 1, 2016 through September 30, 2016) of state fiscal year 2017 for reimbursement will be denied.

You may send your reimbursement request to me in the mail, or you may opt to send your request using our ePayment process. Instructions for ePayment are located at our web site link listed above.

Please contact me at jenny.bahneman@state.mn.us with any questions or concerns.