

Date: March 13, 2025
To: Airport Sponsors and Consultants
From: MnDOT's Office of Aeronautics
Subject: Aeronautics Credit App Submittal Schedule

Greetings,

MnDOT's Office of Aeronautics is committed to ensuring prompt payments in accordance with Minnesota Statutes. Prompt payment refers to payments made within 30 days of receipt. To facilitate this, all credit applications submitted to the Office of Aeronautics must include the required documentation. If an application is found to be incorrect, incomplete, or otherwise improper, the state will notify the recipient for correction. Once the corrected application is received, payment will be issued within 30 days.

To receive payments in a timely manner, please adhere to the following submission deadlines based on funding type:

Federal Grant Payments

- **AIP/AIG/ATP Credit Applications:** Starting **Thursday, January 30, 2025**, and recurring every other Thursday throughout the year, applications must be submitted to MnDOT by the close of business to initiate the payment process.
- **Special Funds (CARES/CRSSA/ARPA) Credit Applications:** Starting **Thursday, February 6, 2025**, and recurring every other Thursday throughout the year, applications must be submitted by the close of business.
- Please refer to the attached calendar for further details.
- **Note:** Federal grants processed through manual payments (e.g., planning grants or applications awaiting BABA requirements) require additional FAA review, which may cause delays in submission.

State Grant Payments

State-only grant payments are processed as needed and will be made in accordance with prompt payment requirements.

M&O Grant Payments

To ensure timely processing, credit applications must be submitted by the following deadlines for each quarter:

Credit Applications must be submitted by the following dates for each quarter:

- **Quarter 1 (July 1 – September 30):** Submit on or after **October 1st** and no later than **November 15th**
- **Quarter 2 (October 1 – December 31):** Submit on or after **January 1st** and no later than **February 15th**
- **Quarter 3 (January 1 – March 31):** Submit on or after **April 1st** and no later than **May 15th**
- **Quarter 4 (April 1 – June 30):** Submit on or after **July 1st** and no later than **August 15th**