AERONAUTICS COMMISSION
CITY OF GROVE
PROJECT NUMBER
GMJ-09-S
TAXIWAY LIGHTING PROJECT

FOR THE PERIOD
MARCH 12, 2009 THROUGH
JANUARY 27, 2010

OPERATIONAL AUDIT

Oklahoma State Auditor & Inspector
Audit Report of the
Oklahoma Aeronautics Commission
City of Grove - Project Number GMJ-09-S
Taxiway Lighting Project

For the Period
March 12, 2009 through January 27, 2010
April 26, 2010

TO THE OKLAHOMA AERONAUTICS COMMISSION

Pursuant to your request, this is the audit report for the Oklahoma Aeronautics Commission for the period March 12, 2009 through January 27, 2010. The Office of the State Auditor and Inspector is committed to serving the public interest by providing independent oversight and by issuing reports that serve as a management tool to the State. Our goal is to ensure a government that is accountable to the people of the State of Oklahoma.

We wish to take this opportunity to express our appreciation to the agency’s staff for the assistance and cooperation extended to our office during the course of our engagement.

Sincerely,

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR
Background
The Oklahoma Aeronautics Commission (the Commission) was created to encourage, foster, and assist in the development of aeronautics in Oklahoma and to encourage the establishment and maintenance of public airports. This includes the preservation and improvement of the state’s 114 public airports, which make up the state’s airport system; and the promotion of the aviation industry, one of the top ten employers in Oklahoma, providing 143,700 jobs.

Oversight is provided by seven commission members. They are:

Kenneth Adams ........................................................................................................... Chair
Wes Stucky ......................................................................................................... Vice-Chair
Rick Armstrong ..................................................................................................... Secretary
Dave Amis .............................................................................................................. Member
Dr. David Conway .................................................................................................. Member
Tom Stephenson. .................................................................................................... Member
Joe Harris ................................................................................................................ Member

The City of Grove (the Sponsor) applied for assistance from the Commission to improve pilot safety in low lighting conditions and at night by installing new stake-mounted lights and a direct-buried cable system along Taxiway Alpha and replacing an aging PAPI\(^1\) regulator. The Commission committed $387,963 to this $431,170 project with the difference paid by the Sponsor.

Objective 1 - Determine if expenditures paid to the City of Grove (state project number GMJ-09-S) were in accordance with “Exhibit B-1 - Program Narrative” and “Exhibit B-2 - Project Costs” of the airport construction agreement.

Conclusion
The expenditures paid to the City of Grove were in accordance with “Exhibit B-1 – Program Narrative” and “Exhibit B-2 – Project Costs” of the airport construction agreement.

Methodology
To accomplish our objective, we performed the following:

- Reviewed the airport construction agreement;
- Interviewed the airport manager;
- Reviewed the bids submitted by contractors for the project;
- Reviewed all invoices submitted by the contractors and vendors to the Sponsor;

\(^1\) The precision approach path indicator is a lighting system beside the runway that provides a visual indication of the aircraft’s position on its descent path.
• Reviewed all requests for reimbursement submitted by the Sponsor to the Commission;
• Documented the expenditure process related to the construction project; and
• Observed the completed project.
APPENDIX
The following information has been presented at the request of management. Our objective was to determine whether expenditures paid to the City of Grove (state project number GMJ-09-S) were in accordance with “Exhibit B-1 – Program Narrative” and “Exhibit B-2 – Project Costs” of the airport construction agreement. Therefore, we did not conclude on the following schedules and information.

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
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<td>$327,407.56</td>
<td>$1,962.44</td>
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<td>Inspection</td>
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<tr>
<td>Other</td>
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<td>Total Eligible</td>
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<td>$429,207.56</td>
<td>$1,962.44</td>
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Note: The variance presented here is one cent less than the variance presented on page 5 due to rounding in the invoicing process.
### Oklahoma Aeronautics Commission
### Operational Audit
### Appendix – Project Costs (unaudited) and Close-out Documentation

<table>
<thead>
<tr>
<th>Construction Costs</th>
<th>Bid Qty</th>
<th>Per Unit Bid</th>
<th>Bid Price</th>
<th>Actual Qty</th>
<th>Per Unit Actual</th>
<th>Actual Cost</th>
<th>Variance on Qty</th>
<th>Variance on Cost</th>
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<td><strong>Total Construction Costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$329,370.00</td>
<td>$327,407.55</td>
</tr>
</tbody>
</table>
Oklahoma Aeronautics Commission  
Operational Audit  
Appendix- Project Costs (unaudited) and  
Close Out Documentation

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**FINAL INSPECTION REPORT**  
Dec. 15, 2009  
CAC GMJ-09-S  
Grove Municipal (GMJ)

**TO:**  
Oklahoma Aeronautics Commission  
120 N. Robinson, Suite 1244W  
Oklahoma City, Oklahoma 73102  
(405) 604-6900 – phone  
(405) 604-6919 – fax

**FROM:**  
Jeremy P. Stahle – Garver  
10015 E. 51st Street  
Tulsa, OK 74146  
918-250-5922

Final inspection on the above project was made by  
Jeremy Stahle – Project Engineer  
December 8, 2009 11:00 AM  
Grove Municipal Airport (GMJ)

Personnel attending inspection:

<table>
<thead>
<tr>
<th>Name-Title-Organization</th>
<th>Name-Title-Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terry Abercrombie-Airport Manager-Grove</td>
<td>Bart Gilbreath-Elec. Engineer-Garver</td>
</tr>
<tr>
<td>Berwin Kock-Airport Board Member-Grove</td>
<td>Greg Kinsey-Observer-Garver</td>
</tr>
<tr>
<td>Tom Melton-Airport Board Chair-Grove</td>
<td>Jerry McCall-J-Mac Electric</td>
</tr>
<tr>
<td>Earl Barnes-Grove Airport Light Maintenance</td>
<td></td>
</tr>
<tr>
<td>Jeremy Stahle-Project Manager-Garver</td>
<td></td>
</tr>
</tbody>
</table>

The project was found acceptable with the following exceptions:

**Vault Items:**

- Ground wire landed on panel ground bar going to T/W “A” CCR, either needs to be taped green on both ends or removed and replaced with a green insulated conductor.
- Junction box needs to have a new commercially available front cover installed.
- Install laminated panel schedule in the main power panel.
- Fix the label for the runway regulator on the L-821 panel and front of the CCR to read “18-36” instead of “16-36”.

Field Items:
- Fix light lenses that are not level on “A1”.
- Fix lights that have stakes above ground greater than 1” on “A1”.
- Secure all lenses on “A” – one lens clamp not secured near apron.
- Pick up trash along TW lights.
- Backfill any recessed dirt areas around light stakes.
- Light #124 needs straightened.
- Backfill trench on the south side of “A7”, it is collapsing.

Administrative Items:
- Provide 20 spare lamps to owner per requirements in the specs.
- Provide 24 existing light fixtures to owner per the plans.
- Provide remaining submittals (including O&M Manuals).
- Final Megger test must be witnessed by engineer & owner.
- Give vault key back to owner.

Anticipated completion date for above exceptions: within one week. Verification of the completed exceptions is scheduled for Friday, December 18, 2009.

Signature of above named person

Title of above named person
FINAL ACCEPTANCE NOTICE

Date: December 18, 2009
Project Number: OAC Proj. No. GMJ-09-S
Airport: Grove Municipal Airport (GMJ)

TO: Oklahoma Aeronautics Commission
120 N. Robinson, Suite 1244W
Oklahoma City, Oklahoma 73102
(405) 604-6900 – phone
(405) 604-6919 – fax

FROM: Jeremy P. Stahle – Garver
10015 E. 51st Street
Tulsa, OK 74146
918-250-5922

This is to advise you that the exceptions found at the final inspection have been
completed or corrected. The project is accepted by Jeremy Stahle – Project Manager
(Project Engineer, Mayor, City Manager)
on December 18, 2009 at Grove Municipal Airport
(Date) (Location)

NOTE: If no exceptions are found at the Final Inspection, submit this form at the
same time the Final Inspection is completed, showing acceptance of the
Project.

END