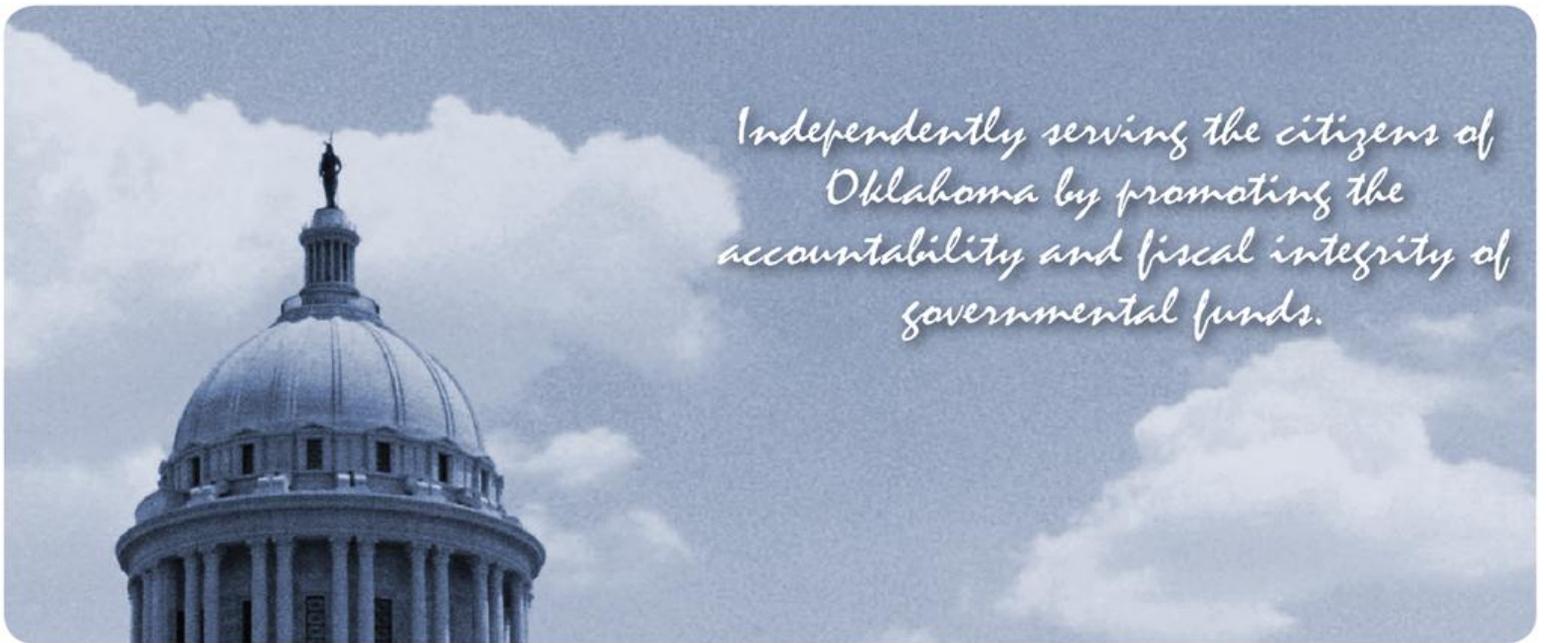


OPERATIONAL AUDIT

OKLAHOMA AERONAUTICS COMMISSION CITY OF SHAWNEE – PROJECT NUMBER SNL-10-S CONSTRUCTION OF NEW TERMINAL BUILDING

For the period March 4, 2010 through September 9, 2013



Oklahoma State
Auditor & Inspector
Gary A. Jones, CPA, CFE

**Audit Report of the
Oklahoma Aeronautics Commission
City of Shawnee - Project Number SNL-10-S
Construction of New Terminal Building**

**For the Period
March 4, 2010 through September 9, 2013**



Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

October 9, 2013

TO THE OKLAHOMA AERONAUTICS COMMISSION

At management's request, we have conducted an audit of the Oklahoma Aeronautics Commission (Commission) – City of Shawnee (state project number SNL-10-S) for the period March 4, 2010 through September 9, 2013. The objective of the audit was to determine whether expenditures paid to the City of Shawnee were in accordance with *Exhibit B-1 – Program Narrative* and *Exhibit B-2 – Project Costs* of the airport construction agreement.

According to Exhibit B-1 and Exhibit B-2, the project was to provide a new terminal building. The project was budgeted at \$965,645. The Commission's share of the budget was \$275,000 and the City of Shawnee's share was \$690,645.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

Our audit procedures included inquiries of appropriate Commission personnel, the project engineer, the project architect, the Shawnee Finance Director, and the current and former assistant airport managers; inspection of all invoices and supporting documentation related to project reimbursements; and a physical inspection of the completed project conducted on October 7, 2013. **These procedures indicated that costs paid to the City of Shawnee by the Commission appeared to be in accordance with the *Program Narrative* and the *Project Costs*.**

This report is a public document pursuant to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.), and shall be open to any person for inspection and copying.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gary A. Jones".

GARY A. JONES, CPA, CFE
OKLAHOMA STATE AUDITOR & INSPECTOR

APPENDIX

**Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation**

The following information has been presented at the request of management. Therefore, we did not verify the data presented in the following schedules.

Category	Budget	Change Order*	Adjusted Budget	Actual	Variance
Construction	\$ 965,645.00	\$ (20,058.00)	\$ 945,587.00	\$ 951,037.00	\$ (5,450.00)
Project Cost	<u>\$ 965,645.00</u>		<u>\$ 945,587.00</u>	<u>\$ 951,037.00</u>	<u>\$ (5,450.00)</u>

	Budget Amount	Budget Amount Including Change Orders	Actual	Variance
City's Share (71.5%)	\$ 690,645.00	\$ 676,283.82	\$ 680,197.83	\$ (3,914.01)
Commission's Share (28.5%)	<u>275,000.00</u>	<u>269,303.18</u>	<u>270,839.17</u>	<u>(1,535.99)</u>
	<u>\$ 965,645.00</u>	<u>\$ 945,587.00</u>	<u>\$ 951,037.00</u>	<u>\$ (5,450.00)</u>

*Since the change order amount is reflected in the adjusted budget amount, the construction variance on this schedule differs from the construction variance presented on page A-2 ($\$(20,058) + \$14,608 = \$(5,450)$).

**Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation**

Line NO.	Description	Bid Amount	Actual Cost	Cost Variance
1	Mobilization	\$ 27,465	\$ 27,465	\$ -
2	Sitework/Demolition	46,085	46,085	-
3	Fencing	25,547	25,547	-
4	Lawn & Grasses	1,080	1,080	-
5	Exterior Concrete/Asphalt	38,793	38,793	-
6	Dirtwork	10,268	10,268	-
7	Formwork	11,183	11,183	-
8	Reinforcing	10,610	10,610	-
9	Concrete	31,999	31,999	-
10	Artificial Stone	31,443	31,443	-
11	Structural Steel	53,090	53,090	-
12	Rough Carpentry/Wood Trusses	66,095	71,545	(5,450)
13	Millwork	18,171	18,171	-
14	Modified Bituminous Roof	4,000	4,000	-
15	Standing Seam Roof/Siding	65,360	65,360	-
16	Joint Sealants	3,943	3,943	-
17	Hollow Metal	3,994	3,994	-
18	Wood Doors	5,255	5,255	-
19	Aluminum Store Front & Doors	124,186	124,186	-
20	Door Hardware	9,760	9,760	-
21	Drywall & Acoustical	59,272	59,272	-
22	Floor & Wall Covering	30,475	30,475	-
23	Painting	16,500	16,500	-
24	Toilet partitions	3,778	3,778	-
25	Signage	4,853	4,853	-
26	Fire Extinguishers	1,705	1,705	-
27	Toilet Accessories/Access Panels	5,708	5,708	-
28	Roller Shades	1,960	1,960	-
29	Plumbing	69,727	69,727	-
30	HVAC	78,050	78,050	-
31	Electrical	105,290	105,290	-
32	Change Order 1	-	(20,058.00)	20,058
	Subtotal for Base Bid	\$ 965,645.00	\$ 951,037.00	\$ 14,608.00

Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation

NOTICE OF FINAL INSPECTION

Date: 5-24-11
Project Number: SNL-10-S
Airport: Shawnee Regional

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

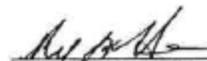
FROM: Rex Hennen
Assistant Airport Manager
P.O. Box 1448
Address
Shawnee 74802
City/Town and Zip Code
405-878-1625
Area Code and Phone Number

This is to advise you that the above referenced project is complete and ready for final

inspection. The final inspection is scheduled to begin at 1:00 P.M.
(Time)

on June 1, 2011 at Shawnee Regional Terminal
(Date) (Location)

Prior to making this request, I have carefully gone over this project and have found there to be no known plan omissions and that the work is complete and in reasonably close conformity with approved plans and specifications.


Signature of above named person Assistant Airport Manager

**Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation**

FINAL INSPECTION REPORT

Date: 6-1-2011, Project No: SNL-10-S, Airport: Shawnee Regional.

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

FROM: Rex Hennen
Assistant Airport Manager

P.O. Box 1448
Address

Shawnee 74802
City/Town and Zip Code

405-878-1625
Area Code and Phone Number

Final inspection on the above project was made by Rex Hennen.
(Assistant Airport Manager)

on June 1, 2011 at ShawneeRegional.
(Date) (Location)

Personnel attending inspection:

<small>name-title-organization</small>	<small>name-title-organization</small>
Rex Hennen	City of Shawnee
Jed Banks	LBR
Fred Sears	B & B
Todd Gilbert	B & B
Duane Mass	Mass Architects

The project was found acceptable with the following exceptions:

See Attached

Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation

Anticipated completion date for above exceptions: July 15, 2011



Signature of above named person

ASSISTANT AIRPORT MANAGER

Title of above named person

**Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation**



SUBSTANTIAL COMPLETION PUNCH LIST

SHAWNEE AIRPORT TERMINAL ARCHITECTS PROJECT # 2008

Shawnee, Oklahoma

Duane D Mass AIA
June 1, 2011, will be the effective date of warranty beginning

Discipline Code:

- | | | |
|------------------|----------------|--------------------|
| 1. Floors & Base | 5. Doors | 9. Mechanical |
| 2. Walls (NSEW) | 6. Windows | 10. Electrical |
| 3. Ceiling | 7. Specialties | 11. Communications |
| 4. Millwork | 8. Misc | 12. Lighting |

The following punch list is the result of an inspection of project areas of the project by Mass Architects, Inc. conducted Wednesday, June 1, 2011. The purpose of this inspection was to confirm the work is in accordance with the Contract Documents and identify items in need of repair/correction. Exclusion of any and all items mentioned herein does not alleviate the Contractor from those requirements set forth in the Contract Documents.

The Contractor shall notify the Architect, in writing, upon completion of all items for final inspection. The Contractor estimates final completion in 45 days, on or about July 15, 2011

General Items

item	code	description	responsible	complete
.01	1,2,6	Conduct Cleaning in accordance with Spec Section 01710	B & B	✓
.02	8	Complete building demolition (existing terminal) upon relocation of owner to new Terminal	B & B	✓
.03	1	Finish base in all areas, finish reducer strip at carpet all areas	B & B	✓
.04	8	Finish sod and final dirtwork around terminal	B & B	✓
.05	8	Coordinate new gas meter with ONG per ONG's request to relocate meter	AIRPORT	✓
.06	6	Clean all glass & remove adhesive and splashed concrete residue	B & B	✓
.07	6	Align mull covers on storefront 4 locations, align horizontal mullions.	B & B	✓

Building Exterior SW

item	code	description	responsible	complete
------	------	-------------	-------------	----------

punch list.

**Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation**

SUBSTANTIAL COMPLETION PUNCH LIST

SHAWNEE AIRPORT TERMINAL ARCHITECTS PROJECT # 2008

Shawnee, Oklahoma

Duane D Mass AIA
June 1, 2011, will be the effective date of warranty beginning

Discipline Code:

- | | | |
|------------------|----------------|--------------------|
| 1. Floors & Base | 5. Doors | 9. Mechanical |
| 2. Walls (NSEW) | 6. Windows | 10. Electrical |
| 3. Ceiling | 7. Specialties | 11. Communications |
| 4. Millwork | 8. Misc | 12. Lighting |

.01	6	Clean caulk joint out and re-caulk @ beam cover to column cover	B i B	✓
.02	6	Clean glass and metal trim of residue	B i B	✓

Building Exterior West Wall

item	code	description	responsible	complete
.01	2	Above canopy trim EIFS edge on south side, and caulk exposed edges	B i B	✓
.02	2	Caulk off support knuckles of canopy to EIFS with backer-rod	B i B	✓
.03	2	Paint support rods of canopy	B i B	✓
.04	6	Adjust horizontal mullions to align	B i B	✓
.05	2	Clean EIFS finish coat off rock and mortar typical	B i B	✓
.06	10	Clean sconce lighting	B i B	✓
.07	6	Clean glass typical	B i B	✓
.08	6	Clean aluminum mullions of sealant and dirt/debris	B i B	✓
.09	6	2 horiz mullion covers cut 3/4" short	B i B	✓
.10	6	Clean column covers NW	B i B	✓

punch list.

Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation

SUBSTANTIAL COMPLETION PUNCH LIST

SHAWNEE AIRPORT TERMINAL ARCHITECTS PROJECT # 2008

Shawnee, Oklahoma

Duane D Mass AIA
June 1, 2011, will be the effective date of warranty beginning

Discipline Code:

- | | | |
|-----------------|----------------|--------------------|
| 1 Floors & Base | 5. Doors | 9 Mechanical |
| 2 Walls (NSEW) | 6. Windows | 10 Electrical |
| 3. Ceiling | 7. Specialties | 11. Communications |
| 4. Millwork | 8. Misc | 12 Lighting |

Building Exterior North Wall

item	code	description	responsible	complete
.01	2	Clean EIFS off Rock	B & B	✓
.02	2	Clean rock of excess mortar	B & B	✓
.03	2	Fill void at Rock, EIFS, metal band intersection	B & B	✓
.04	2	Clean Caulk off metal panel under soffitt	B & B	✓

Building Exterior East Wall

item	code	description	responsible	complete
.01	2	Clean galls mullions typical	B & B	✓
.02	2	Clean EIFS off rock	B & B	✓
.03	2 All	Clean excess mortar off rock	B & B	✓
.04	2	Seal broken mortar to rock	B & B	✓
.05	2	Seal wall hydrant to rock	B & B	✓
.06	2	Touch up mortar to loose @ base of rock	B & B	✓

Building Exterior Wall South

item	code	Description	responsible	complete
------	------	-------------	-------------	----------

punch list.

**Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation**

SUBSTANTIAL COMPLETION PUNCH LIST

SHAWNEE AIRPORT TERMINAL ARCHITECTS PROJECT # 2008

Shawnee, Oklahoma

Duane D Mass AIA
June 1, 2011, will be the effective date of warranty beginning

Discipline Code:		
1. Floors & Base	5. Doors	9. Mechanical
2. Walls (NSEW)	6. Windows	10. Electrical
3. Ceiling	7. Specialties	11. Communications
4. Millwork	8. Misc	12. Lighting

.01	8	Clean out mechanical court area	B S B	✓
.02	2	Clean rough EIFS finish at cap of wing wall	B S B	✓
.03	2	Open mortar joint 18" east of glass	B S B	✓
.04	8	Clean sealant off metal trim	B S B	✓
.05	8	Clean glass and mullions typical of debris and sealant	B S B	✓
.06	2	Touch up mortar at entry	B S B	✓
.07	2	Caulk soffit to rock where missing mortar at entry	B S B	✓

Interior at Entry

item	code	Description	responsible	complete
.01	2	Caulk and touch up paint at FA notifier cabinet	B S B	✓
.02	1	Finish base	B S B	✓
.03	10	Finish installing lighting lenses	B S B	✓

Terminal Area

item	code	description	responsible	complete
.01	8	Finish gusset plate covers at trusses	B S B	✓
.02	10	Floor outlet covers -- all	B S B	✓

punch list.

Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation

M A S S A R C H I T E C T S , I N C .

SUBSTANTIAL COMPLETION PUNCH LIST

SHAWNEE AIRPORT TERMINAL ARCHITECTS PROJECT # 2008

Shawnee, Oklahoma

Duane D Mass AIA
June 1, 2011, will be the effective date of warranty beginning

Discipline Code:

- | | | |
|------------------|----------------|--------------------|
| 1. Floors & Base | 5. Doors | 9. Mechanical |
| 2. Walls (NSEW) | 6. Windows | 10. Electrical |
| 3. Ceiling | 7. Specialties | 11. Communications |
| 4. Millwork | 8. Misc | 12. Lighting |

.03	2	Touch up wall @ 9' west end of vestibule	B S B	✓
.04	6	Clean mullion covers	B S B	✓
.05	1	Reducer strips and finish base	B S B	✓
.06	8	Close off high corner at wood beam covers with metal or wood	B S B	✓
.07	2	Repair wall at damage above entry of toilet areas	B S B	✓
.08	1	Check tile for paint splatters typical	B S B	✓

Men's Room

item	code	description	responsible	complete
.01	1	Clean grout off tile @ floor by door - men's	B S B	✓
.02	2	Finish dusting and cleaning walls - men's	B S B	✓
.03	8	Finish cleaning - women's	B S B	✓

FBO Counter

item	code	description	responsible	complete
.01	4	Putty Nail holes at wood trim typical all areas, use color match putty	B S B	✓
.02	8	Clean area - still dirty/dusty	B S B	✓

punch list.

Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation



SUBSTANTIAL COMPLETION PUNCH LIST

SHAWNEE AIRPORT TERMINAL ARCHITECTS PROJECT # 2008

Shawnee, Oklahoma

Duane D Mass AIA
June 1, 2011, will be the effective date of warranty beginning

Discipline Code:

- | | | |
|------------------|----------------|--------------------|
| 1. Floors & Base | 5. Doors | 9. Mechanical |
| 2. Walls (NSEW) | 6. Windows | 10. Electrical |
| 3. Ceiling | 7. Specialties | 11. Communications |
| 4. Millwork | 8. Misc | 12. Lighting |

.03	1	Finish base trim	B S B	✓
.04	12	Finish light lens covers	B S B	✓
.05	1	Ladder scuffs and marks on tiles at floor	B S B	✓
.06	8	Clean dust off walls	B S B	✓

Main Terminal Office (managers office)

item	code	description	responsible	complete
.01	10	Finish floor outlet boxes	B S B	✓
.02	2	Touch up scuff marks on wall paint	B S B	✓
.03	6	Clean mullions typical all areas	B S B	✓
.04	2	Caulk repair at corners of walls	B S B	✓

Flight-line Vestibule Restroom

item	code	Description	responsible	complete
.01	1	Finish base	B S B	✓
.02	1	Caulk top of base to wall and paint	B S B	✓

Hallway

item	code	description	responsible	complete
.01	4	Putty nail holes with color match	B S B	✓

punch list.

Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation

SUBSTANTIAL COMPLETION PUNCH LIST

SHAWNEE AIRPORT TERMINAL ARCHITECTS PROJECT # 2008

Shawnee, Oklahoma

Duane D Mass AIA
June 1, 2011, will be the effective date of warranty beginning

Discipline Code:

- | | | |
|------------------|----------------|--------------------|
| 1. Floors & Base | 5. Doors | 9. Mechanical |
| 2. Walls (NSEW) | 6. Windows | 10. Electrical |
| 3. Ceiling | 7. Specialties | 11. Communications |
| 4. Millwork | 8. Misc | 12. Lighting |

.02 8 Finish cleaning B S B ✓

Mezzanine

item	code	description	responsible	complete
.01	1	Finish cleaning stairs and check vinyl stair covers for adhesion	B S B	✓
.02	4	Clean rail and clean mullions	B S B	✓
.03	2	Caulk GWB to aluminum rail and paint	B S B	✓
.04	4	Close off upper wood trim at corner with metal or wood	B S B	✓
.05	4	Touch oak and putty nail holes with color match	B S B	✓

Storage-Pilots Lounge-Toilet at Pilots Lounge-Janitor-Flight Planning

item	code	description	responsible	complete
.01	2	Storage Room – Touch up ceiling paint 2 places	B S B	✓
.02	8	Pilots lounge – Finish cleaning and touch up paint 2 locations and re-clean glass	B S B	✓
.03	8	Toilet at Pilots Lounge – finish cleaning and caulk off base to wall at life trim	B S B	✓
.04	8	Janitor- Finish cleaning, touch up walls at smeared dirt, finish ceiling and replace tiles.	B S B	✓

punch list.

Oklahoma Aeronautics Commission
Operational Audit
Appendix- Project Costs (unaudited) and
Close Out Documentation

FINAL ACCEPTANCE NOTICE

Date: July 15, 2011
Project Number: SNL-10-S
Airport: Shawnee Regional

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

FROM: Rex Hennen
Assistant Airport Manager
P.O. Box 1448
Address
Shawnee 74802
City/Town and Zip Code
405-878-1625
Area Code and Phone Number

This is to advise you that the exceptions found at the final inspection have been completed or corrected. The project is accepted by Rex Hennen
(Assistant Airport Manager)

on July 15, 2011 at Shawnee Regional
(Date) (Location)


Signature of above named person

ASSISTANT AIRPORT MANAGER
Title of above named person

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.



OFFICE OF THE STATE AUDITOR & INSPECTOR
2300 N. LINCOLN BOULEVARD, ROOM 100
OKLAHOMA CITY, OK 73105-4896

WWW.SAI.OK.GOV