



**Minutes of the Audit Committee Meeting  
of the Albany County Airport Authority**

**August 2, 2023**

Pursuant to notice duly given and posted, the Audit Committee meeting of the Albany County Airport Authority was called to order on Wednesday August 2, 2023 at 1:18 p.m. in the 3<sup>rd</sup> Floor Conference room in the Terminal, located at the Albany International Airport by Audit Committee Chair John-Raphael Pichardo with the following present:

**MEMBERS PRESENT**

John-Raphael Pichardo (Committee Chair)  
Steve H. Heider, Committee Member  
Janet M. Thayer, Committee Member  
Samuel A. Fresina, Ex Officio  
Thomas A. Nardacci, ACAA Board Member  
Sari O'Connor ACAA Board Member

**MEMBERS ABSENT**

**STAFF**

Philip F. Calderone, Esq.  
Michael F. Zonsius  
Christine Quinn, Esq.  
Liz Charland  
Margaret Herrmann

**ATTENDEES**

George Penn, Director of Operations Albany County

Mr. Pichardo noted there was a quorum.

Mr. Pichardo made a motion to go into Executive Session to discuss:

ES-1 - One Matter of Attorney-Client Privilege

Ms. Thayer made a motion to come out of Executive Session. The motion was adopted unanimously.

- 1. Mr. Heider moved to approve the minutes of the March 28, 2023 Audit Committee meeting. The motion was adopted unanimously.**
- 2. There were no Professional Audit Services presentations made by Bonadio & Co., LLP or MMB+Co.**



It was announced the Audit Committee will meet Monday, August 7, 2023 at 9:45 a.m.

There being no further business the meeting was adjourned at 1:35 p.m.



**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

**AGENDA**

**Wednesday, August 2, 2023 @ 1:00 p.m.**

- 1. Minutes – March 28, 2023**
- 2. Professional Audit Services Contract No. 23-1147-AUD Presentations:**

**Bonadio & Co., LLP  
6 Wembley Court  
Albany, New York 12205**

**MMB+Co.  
11 British American Boulevard  
Latham, New York 12110**



**ALBANY COUNTY AIRPORT AUTHORITY  
AUDIT COMMITTEE  
AGENDA  
Wednesday, August 2, 2023 at 1:00 p.m.**

**Audit Committee Members:**

**John-Raphael Pichardo, Committee Chair  
Steven H. Heider, Committee Member  
Janet M. Thayer, Committee Member  
Samuel A. Fresina, Ex Officio**

- 1. Minutes – March 28, 2023**
- 2. Professional Audit Services Contract No. 23-1147-AUD Presentations:**

**Bonadio & Co., LLP  
6 Wembley Court  
Albany, New York 12205**

**MMB+Co.  
11 British American Boulevard  
Latham, New York 12110**

# NOTICE



Posted  
Website  
Info Desk  
7/27/23  
AChaulad

**ALBANY COUNTY AIRPORT AUTHORITY**

**CIC COMMITTEE**

**MEETING NOTICE**

Notice is hereby given of the following CIC Committee Meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold a CIC Committee meeting on Wednesday, August 2, 2023 at 12:00 noon. The meeting will be held in the Conference Room in the 3<sup>rd</sup> Floor Conference Room located in the Main Terminal at the Albany International Airport, Albany, New York.**

**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Thursday, July 27, 2023 9:28 PM  
**To:** Janet Thayer; John-Raphael Pichardo; John-Raphael Pichardo - IPAD; Kevin R. Hicks, Sr. - IPAD; Kevin R. Hicks, Sr. (Personal); Samuel A. Fresina; Samuel A. Fresina - IPAD; Sari O'Connor; Steve Heider; Steven H. Heider; Tom Nardacci  
**Subject:** ACAA CIC Committee 12:00 Noon and Audit Committee 1:00 p.m.

Please advise whether or not you will be attending these meetings.

Thank you.  
Liz

**ALBANY COUNTY AIRPORT AUTHORITY**

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**Audit Committee Members**

**John-Raphael Pichardo, Committee Chair**

**Steve Heider, Committee Member**

**Janet Thayer, Committee Member**

**Sm Fresina, Ex Officio**

**ALBANY COUNTY AIRPORT AUTHORITY**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Thursday, July 27, 2023 9:24 PM  
**To:** Saratogian Newspapers; The Colonie Spotlight; The Gazette; The Troy Record  
**Subject:** FW: ACAA CIC Committee 12:00 Noon and Audit Committee 1:00 p.m.

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Thursday, July 27, 2023 9:24 PM  
**To:** Bart Johnson; Brandon Russell, Majority Counsel; Brian King; Carl Stewart (Turner); County Executive Daniel P. McCoy; Dave Collins; Fire Chief Dave Cook; Frank Mauriello, Albany County Minority Leader; George Penn (Albany County); Jeremy Martelle (CHA); Jill Bryce; Kelly Melaragno (CHA); Larry Rulison (Times Union); LRulison (Times Union); Lynne Lekakis Mass Transit Committee; Majority Leader Dennis Feeney; Mary Rozak (Albany County); Mike DeMasi (Business Review); mmangini; Pete Rea (prea@dot.state.ny.us); Rich Amadon (CHA); Rick Karlin; Rob Wagner (Turner); Spotlight News; Todd Pennington; WRGB News  
**Subject:** ACAA CIC Committee 12:00 Noon and Audit Committee 1:00 p.m.

**ALBANY COUNTY AIRPORT AUTHORITY**

**CIC COMMITTEE**

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**Liz Charland**

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**From:** Liz Charland  
**Sent:** Thursday, July 27, 2023 9:19 PM  
**To:** TU Legals  
**Subject:** Account No. 061026000

Please publish one time ASAP. Let me know if you have any questions. Thank you - Liz

**ALBANY COUNTY AIRPORT AUTHORITY**

**CIC COMMITTEE**

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**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

**MEETING NOTICE**

Notice is hereby given of the following Audit Committee Meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold an Audit Committee meeting on Wednesday, August 2, 2023 at 1:00 pm. The meeting will be held in the Conference Room in the 3<sup>rd</sup> Floor Conference Room located in the Main Terminal at the Albany International Airport, Albany, New York.**

**From:** Liz Charland  
**Sent:** Wednesday, July 5, 2023 9:04 AM  
**To:** TU Legals <TULegals@TimesUnion.com>  
**Subject:** Account No. 061026000  
**Importance:** High

Please publish one time ASAP. Let me know if you have any questions. Thank you - Liz

**AGENDA ITEM NO. 1**

**Audit Committee Minutes  
March 28, 2023**



CK  
B  
3/29/23

**Minutes of the Audit Committee Meeting  
of the Albany County Airport Authority**

**March 28, 2023**

Pursuant to notice duly given and posted, the Audit Committee meeting of the Albany County Airport Authority was called to order on Tuesday, March 28, 2023 at 11:06 a.m. in the 3<sup>rd</sup> Floor Conference room in the Terminal, located at the Albany International Airport by Audit Committee Chair John-Raphael Pichardo with the following present:

**MEMBERS PRESENT**

**MEMBERS ABSENT**

John-Raphael Pichardo (Committee Chair) (Telephonic)  
Steve H. Heider, Committee Member  
Janet M. Thayer, Committee Member  
Samuel A. Fresina, Ex Officio  
Thomas A. Nardacci, ACAA Board Member  
Sari O'Connor ACAA Board Member

**STAFF**

Philip F. Calderone, Esq.  
Michael F. Zonsius  
Christine Quinn, Esq.  
Liz Charland  
Margaret Herrmann

**ATTENDEES**

Ray Casey, Airport Consultant  
James Amell, CPA, Mengel, Metzger, Barr & Co., LLP  
George Penn, Director of Operations Albany County

- 1. Mr. Heider moved to approve the minutes of the October 17, 2022 Audit Committee meeting. The motion was adopted unanimously.**



2. **James E. Amell, CPA from Mengel, Metzger, Barr & Co., LLP reported on the following:**

Audit of Financial Statements – “Independent Auditor’s Report”

Internal Control over Financial Reporting and on Compliance – “Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and other matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards”

Compliance and Internal Control Over Compliance – Federal Programs – “Independent Auditor’s report on Compliance for each Major Federal Program and Report on Internal Control over Compliance Required by the Uniform Guidance.”

Compliance and Internal Control Over Compliance – State DOT Programs – “Independent Auditor’s report on Compliance for the New York State Department of Transportation Financial Assistance Program and Report on Internal Control over Compliance

Compliance and Internal Control Over Compliance – Federal Programs – “Independent Auditor’s report on Compliance for the Passenger Facility Charge Program and Report on Internal Control over Compliance Required by the Federal Aviation Administration.

Examination of Compliance with Investment Guidelines – “Independent Accountant’s Report”

Mr. Amell stated that there are no issues to report and that all items are up-to-date.

**Review Comprehensive Annual Financial Report for the year-ended 2022 with Draft Auditor’s Reports**

Mr. Amell reviewed the Authority’s Comprehensive Annual Financial Report for 2022.

**Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2022 with draft consultant report.**

Mr. Amell reviewed the Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2022 with draft consultant report.

**Annual review and approval of the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law.**

Mr. Amell reviewed the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law.

**Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;**

Mr. Amell reviewed the Albany County Airport Authority Annual Investment Report for 2022.

**Performance Measurement Report for 2022**



Mr. Amell reviewed the Performance Measurement Report for 2022.

**Other Post Employment Benefit Trust Financial Statements for 2022**

Mr. Amell reviewed the unaudited Financial Statements for 2022 for the Other Post Employment Benefit Trust

Mr. Amell indicated there was no reason to speak with the Board privately.

Ms. Thayer made a motion to recommend the following items be forwarded to the full board with the recommendation of approval:

Comprehensive Annual Financial Report for the year-ended 2022 with draft auditor reports;

Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2022 with draft consultant report;

Annual review and approval of the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law;

Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;

Performance Measurement Report for 2022; and

Financial Statements for 2022 for the Other Post Employment Benefit Trust.

The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 11:25 a.m.



**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

**AGENDA**

**March 28, 2023**

**1. Minutes – October 17, 2022**

**2. Financial - Audit**

**Comprehensive Annual Financial Report for the year-ended 2022 with draft auditor reports.**

**Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2022 with draft consultant report.**

**Annual review and approval of the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law.**

**Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report.**

**Performance Measurement Report for 2022.**

**Financial Statements – Other Post Employment Benefit Trust**



**No Action and No Presentation  
Deferred to 08/07/2023 Audit  
Committee Meeting.**

**AGENDA ITEM NO. 2**

**Professional Audit Services Contract No. 23-1147-  
AUD Presentations:**

**Bonadio & Co., LLP  
6 Wembley Court  
Albany, New York 12205**

**MMB+Co.  
11 British American Boulevard  
Latham, New York 12110**

**Bonadio & Co., LLP**  
Certified Public Accountants



**Proposal for  
Professional Audit Services  
Contract No. 23-1147-AUD  
June 9, 2023**

Submitted to:  
Albany County Airport Authority  
Attention: Bobbi Matthews, Purchasing Agent  
737 Albany Shaker Road  
Albany New York 12211

Submitted by:  
Alan S. Walter, CPA, Partner  
The Bonadio Group  
6 Wembley Court  
Albany, New York 12205  
(518) 464-4080  
awalther@bonadio.com

.....  
877.917.3077 | [bonadio.com](http://bonadio.com) |    

.....  
Albany | Buffalo | Dallas | East Aurora | NY Metro  
Area | Rochester | Rutland | Syracuse | Utica

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A—Peer Review Report

B—Professional Biographies

June 9, 2023

Bobbi Matthews,  
Purchasing Agent  
Albany County Airport Authority  
Albany, New York 12211-1057

RE: Professional Audit Services

Dear Ms. Matthews:

It is The Bonadio Group's (Bonadio) pleasure to submit our proposal to provide professional auditing services to the Albany County Airport Authority (the Authority).

**Bonadio Overview & Experience**

Bonadio was founded in 1978 and has grown to be one of the largest independent providers of accounting, business advisory, and financial services in New York State with offices throughout New York. Bonadio currently employs approximately 900 personnel with an Albany office of over 100 located approximately two miles from the Airport. We currently provide accounting and auditing services to over 300 government entities, including a variety of New York State agencies, local authorities, cities, state authorities, counties, school districts, and other local governments.

**We're specialists.**

The Authority will be served, at all levels, by professional staff who understand the complex nature of County Airport Authorities. In fact, our advisory partner Randy Shepard leads our engagement team for the Monroe County Airport Authority; which has been a Bonadio client since 2006. Our depth of resources includes 12 partners and 9 principals who have devoted their careers to working in the government sector. These individuals are supported by a related complement of managers and staff-level resources that have specific government experience.

**We want to work with you.**

We will perform the services in a timely and responsive fashion, with a responsive schedule in accordance with your timelines; we will work with you to meet all requirements. Our overarching principles are built on a commitment to unparalleled client service and no surprises.

If you have any questions regarding the information contained in this proposal or on any other matter, please contact me at (518) 464-4080 or [awalther@bonadio.com](mailto:awalther@bonadio.com). I am authorized to make representations on behalf of the firm and to bind the firm. We are available, at your convenience, to meet with you to discuss any questions you may have and to demonstrate our interest in serving the Albany County Airport Authority.

Very truly yours,

**THE BONADIO GROUP**



Alan S. Walther, CPA  
Partner

6 Wembley Court  
Albany, New York 12205  
p (518) 464-4080  
f (518) 464-4087

[www.bonadio.com](http://www.bonadio.com)

# 1 — Executive Summary

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It is The Bonadio Group's (Bonadio) pleasure to submit our proposal to provide professional auditing services to the Albany County Airport Authority (the Authority). Bonadio provides a wide variety of accounting, audit and consulting services to many governments and public authorities throughout New York State. Our Albany office of approximately 100 professionals is located approximately 2 miles from the Airport. Our local presence allows us to quickly attend meetings in person and to keep abreast of your initiatives. In addition to being a local firm, we have highlighted below certain elements of our proposal which we believe best positions Bonadio to be your independent auditor.

## Relevant Experience

Bonadio has been serving governments in New York State for over 30 years. As our roster of government clients has grown, we have garnered extensive experience in serving Public Authorities and specifically airports. We currently audit one of the four large upstate airports. Bonadio has been the auditor of the Monroe County Airport Authority (MCAA) since 2006.

We currently audit over 30 public authorities. This experience translates into intimate knowledge of the Public Authority Accountability Act, auditing large issuers of public debt, developing and executing an audit approach of a business-type activity, understanding and auditing investment compliance in accordance with Public Authority Law and having a strong understanding of the environment in which a public authority operates in New York State.

## Experienced Team

With over 900 professionals and offices across New York State as well as Vermont and Texas, Bonadio is one of the largest New York public accounting firms. With a multidiscipline practice structure that concentrates on specific industries, our government team solely focuses on governmental entities. We have assigned two extremely seasoned professionals to lead your audit. Alan Walther, brings over 35 years of experience in leading large complex audits including New York State Public Authorities. Alan will be assisted by Randy Shepard who will serve as your Advisory Partner. Randy is the partner on the MCAA audit and will serve as a sounding board related to technical matters and assist in our risk assessment process. In addition, Bonadio has the bench strength to ensure that the Authority engagement is not reliant or dependent on any single individual. Our depth of resources includes 12 partners and 9 principals who have devoted their entire careers to working in the government sector. These individuals are supported by a related complement of managers and staff-level resources each having specific government experience.

## Adding Value to Our Services

In addition to providing you with the scope of services requested in the RFP, we believe that Bonadio offers a level of value that cannot be matched by other proposers. As detailed in our proposal, in addition to your core audit team, our team comprises subject matter professionals in the areas of information technology security, construction and tax.

Our information technology team, FoxPointe Solutions, led by Carl Cadregari, will assess your IT controls related to financial reporting and security of your network. In today's world, the security of your network is of utmost importance to deter ransomware attacks and to prevent the appropriation of sensitive data residing on your network. Our IT professionals conduct an assessment of your IT environment and provide useful recommendations to assist you in securing your valuable assets.

Our comprehensive team also includes a tax professional that can help with employment related tax questions. Many of our government clients have questions related to 1099s, W-2s, travel reimbursement and other tax related questions.

Big Firm Capability. Small Firm Personality.

## Overview of The Bonadio Group

The Nation's 43<sup>rd</sup> Largest CPA Firm

### 9 locations

- Albany
- Buffalo
- Dallas, TX
- East Aurora
- New York City
- Rochester
- Syracuse
- Utica
- Rutland, VT

Approximately 900 employees

More than \$125 million/year in firm revenues

160+ partners/principals

120+ managers

### Client Types & Services

#### Who We Serve:

- Governments
- Public Authorities
- Real Estate Developers
- Healthcare
- Individuals
- Unions
- Tax-Exempt
- Public Companies
- Small Businesses
- Mid-Sized Privately-Held
- Colleges and Universities

#### Services:

- Accounting & Auditing
- Business Advisory
- Healthcare Consulting
- IT Consulting
- Risk Management
- Tax Planning & Preparation

The Bonadio Group is a group of closely related financial services firms including Bonadio & Co, LLP – the nation's 43<sup>rd</sup> largest CPA firm. Founded in 1978, Bonadio has grown to be the largest independent provider of accounting, business advisory and financial services in the region. Bonadio currently employs approximately 900 personnel, including a dedicated **governmental client service group consisting of 12 partners, 9 principals, 7 managers, and numerous staff accountants.** Over the years, we have merged with several firms that have helped us to grow our client base, and expanded our expertise both technically and geographically.

We provide highly technical and quality service commensurate with that of the largest certified public accounting firms. However, we are able to respond quickly and personally to the needs of our clients because we are structured to service our clients in this way. You will interact regularly with our most experienced personnel, i.e., partners, principals, and managers. This is in sharp contrast to most accounting firms where quality involvement of their most experienced personnel is limited. In fact, our partners are on-site on a regular basis and are available to you on a moment's notice.

## Statement of Minimum Qualifications

Bonadio has greater than five years of experience auditing governmental entities including having provided services identical in scope to those requested by the Authority (Monroe County Airport Authority). We have the capacity to comply with your performance schedules and are otherwise qualified and eligible to be appointed your independent auditor. We have completed and included the documents requested in Exhibit D of the RFP.

### *We want to be your independent auditors!*

As a highly visible and critical organization of the Capital District, the Authority would be an important client of the firm. We are committed to demonstrating that Bonadio is a cost effective, high quality professional services firm that adds value to the audit process. What's more, our team has proven, in-depth experience performing specialized work for government entities across New York State. We understand complex organizations and will approach our work from your perspective.

**Bonadio is a diversified professional services firm offering multi-dimensional accounting and auditing, business advisory and financial services to clients around the world.**

- A Top 100 CPA Firm in the U.S. by *Public Accounting Report* and *Inside Public Accounting*.
  - Ranked 43<sup>rd</sup> in 2023 on Accounting Today's list of Top 100 Firms
- Identified by *Practical Accountant* as a CPA Innovative Firm.
- Identified by *Accounting & Financial Women's Alliance (AFWA)* and the *American Women's Society of Certified Public Accountants (AWSCPA)* as a Best Accounting Firm for Women
- Named as one of the *2022 Best Companies to Work For in New York* by *FORTUNE* and Great Place to Work®
- Ranked in *Forbes* as one of America's Best Tax and Accounting Firms in 2022



## 2 — Firm Experience

### Specific Expertise

The Bonadio Group's government and public authority experience and expertise - particularly in the Upstate New York market – is extensive and growing. In addition to being one of the largest independent CPA firms in the State, we maintain one of the largest government practices. With a roster of more than 300 government clients and over 500 collective years of people experience serving this market, we are confident in our ability to serve your needs.

### Audit Quality Center Participation



We are a member of AICPA's Government Audit Quality Center. We are proud of the quality of our work. In order to ensure that this high level of quality is maintained, we have established a comprehensive quality assurance program. This program starts with hiring the best people available and continues with extensive training - 80 hours annually, per person, on average. We are also members of the AICPA Center for Public Company Audit Firms and Moore Stephens International. We annually attend the AICPA National Government Conference and all managers, seniors and staff are required to attend annual in-house training on audits of government agencies.

Of most importance to us is our commitment to the AICPA Government Audit Quality Center. Involvement in this is optional, but indicates a level of commitment above all other non-member CPA firms. Our participation requires that our firm and personnel attain additional continuing professional education on an annual basis. We have an established program that ensures that all audit engagement personnel possess current knowledge, appropriate to their level of involvement in the engagement, of applicable professional standards, rules, and regulations. Our clients all benefit from Bonadio's commitment to quality. Quality is not an add-on process at Bonadio. Rather, it is engrained in our corporate culture and is integral to all aspects of our client service.

### Partial Listing of Government Clients

- City of Cortland
- City of Lockport
- City of Long Beach
- City of Niagara Falls
- City of Troy
- City of Syracuse
- City of Glens Falls
- City of Binghamton
- City of Utica
- Town of Albion
- Town of Canandaigua
- Town of Clarkstown
- Town of Glennville
- Town of Greece
- Town of Grand Island
- Town of Irondequoit
- Town of Murray
- Town of North Castle
- Town of Penfield
- Town of Pittsford
- Town of Pery
- Town of Ramapo
- Town of Windham
- Chautauqua County
- County of Broome
- County of Columbia
- County of Erie
- County of Essex
- County of Greene
- County of Livingston
- County of Monroe
- County of Niagara
- County of Onondaga
- County of Nassau
- County of Schoharie
- County of Seneca
- County of Steuben
- County of Sullivan
- Eastern Suffolk BOCES
- Haverstraw – Stony Point Central School District
- Irvington Union Free School District
- Nassau BOCES
- Newburgh Enlarged City School District
- New York Convention Center Operating Corporation, operating the Jacob K. Javits Convention Center
- Orange Ulster BOCES
- Putnam Northern Westchester BOCES
- Rochester-Genesee Regional Transportation Authority
- Ramapo Local Development Corp
- Suffolk Community College
- Monroe County Airport Authority
- Monroe County Water Authority
- Western Regional Off-Track Betting Corporation
- Western Suffolk BOCES
- 60 + Other School Districts



## Engagements with Government Entities

When it comes to the business of government, Bonadio is all business. Whether it's performing an annual financial statement audit, analyzing cost containment and savings opportunities, or attacking Medicaid fraud and abuse, Bonadio is prepared to deliver outstanding results for remarkably reasonable fees.

On an annual basis, Bonadio conducts hundreds of different types of audits for a variety of governmental entities. We audit financial statements, perform compliance and operational audits, help our clients assess and remediate risk, & More. Our auditors are charged with understanding and applying the most recent *Government Accounting Standards Board (GASB)*, *Government Auditing Standards (Yellow Book)*, and other auditing standards, and are known for their responsiveness, dedication to detail, insightful management reports, and ability to communicate findings in an understandable manner.

Beyond audits, Bonadio works with governmental entities to find ways to cut operational costs, streamline operations, eliminate waste, and identify fraud. Our CPAs and MBAs bring real world, hands-on experience backed by academic and professional credentials in internal auditing, information systems auditing, forensic accounting, integrated resource management, and purchasing management, among other services.

Bonadio provides a comprehensive array of services to its clients. Our current offerings include audit and accounting, tax and consulting (including: both systems and operational review capabilities, health care consulting, business advisory services, personal and family finance). The breadth of services we are able to provide ensures that your needs are met both timely and effectively by your client service team.

In addition to core audit services, examples of special projects where we have assisted government clients include:

- PILOT studies (Industrial Development Agencies & for Municipalities)
- Analysis of workforce needs
- Recommendations on rates to be charged for municipal services
- Developing cash receipts procedures and the related training of staff
- Various internal control analyses, including financial and operational
- Procedures documentation
- Health services delivery models
- Project audits related to grant reimbursement submissions
- Public Authority Accountability Act Mandatory training
- Construction audits
- Contract audits

## References (Please refer to Exhibit D- Proposal H for more details.)

Organization	Scope of services	Contact	
Centro	Audit	Linda Biata	(315) 442-3333
Monroe County Airport Authority	Audit	Maryanne Fedison	(585) 753-7012
Rochester Genesee Regional Transportation Authority	Audit	Scott Adair	(585) 288-1700
State University of New York	ERM Assistance	Jeff McGrath	(518-320-1459)

We encourage you to contact any of these reference individuals to learn more about our audit approach and client service from their perspective. Our mission is to help you minimize risk through delivering a high quality audit that creates added value to your people, processes, and systems. The quality of our work and our service effort is best understood by speaking with our references.

## Representative List of Public Authorities

### Albany Land Bank

Albany Municipal Water Finance Authority

Albany Water Board

Amherst Industrial Development Agency

Binghamton Local Development Corporation

Binghamton Urban Renewal Agency

Broome County Industrial Development Agency

Capital District Youth Center, Inc.

Cayuga County Development Corporation

Central New York Enterprise Development Corporation

Central New York Regional Transportation Authority

Central New York Regional Planning and Development Board

City of New Rochelle Industrial Development Agency

City of Port Jervis Community Development Agency

City of Port Jervis Industrial Development Agency

County of Monroe Industrial Development Agency

Development Authority of the North Country

Finger Lakes Regional Telecommunications Development Corporation

Finger Lakes Regional Land Bank

Genesee Valley Regional Market Authority

Greater Mohawk Valley Land Bank

Greater Rochester Outdoor Sports Facility Corporation

Greater Syracuse Property Development Corporation

Greater Syracuse Soundstage Development Corporation

Livingston County Capital Resource Corporation

Livingston County Industrial Development Agency

Livingston County Water and Sewer Authority

Livingston Tobacco Asset Securitization Corporation

Monroe County Airport Authority

Monroe County Water Authority

Monroe NewPower Corporation

Monroe Security & Safety Systems Local Development Corporation

Monroe Tobacco Asset Corporation

New Rochelle Corporation for Local Development

NFC Development Corporation

Niagara Falls Urban Renewal Agency

Niagara Falls Water Board

New York Convention Center Operating Corporation

New York State Energy Research and Development Authority

Olympic Regional Development Authority

Onondaga Convention Center Hotel Development Corporation

Onondaga County Industrial Development Agency

Onondaga County Resource Recovery Agency

Onondaga Tobacco Asset Securitization Corporation

Rochester – Genesee Regional Transportation Authority

Seneca Tobacco Asset Securitization Corporation

Steuben County Land Bank Corporation

Steuben Tobacco Asset Securitization Corporation

Syracuse Regional Airport Authority

Syracuse Urban Renewal Agency

Tioga County Industrial Development Agency

Troy Community Land Bank

Utica Industrial Development Agency, Inc.

Utica Urban Renewal Agency

Village of Chittenango Local Development Corporation

Village of Fairport Industrial Development Agency

Village of Fairport Local Development Corporation

Village of Fairport Urban Renewal Agency

Warren Tobacco Asset Securitization Corporation

Yates County Industrial Development Agency

## Assistance with Taxable and Tax-Exempt Financings

We are prepared to assist the Authority with any aspect of taxable and tax-exempt bond offerings from comfort letters to consent letters related to bond and note sales. We have also worked with clients in connection with advance refunding transactions for debt refinance or project funding purposes. Our clients regularly utilize many forms of taxable and tax-exempt financing to accomplish their short-term and long-term operating and capital needs.

## 3 — Proposed Services / Work Plan

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### Background and Understanding

We understand that the Authority is requesting the audit of the Albany County Airport Authority's financial statements for the year ending December 31, 2023, with the option of auditing the Authority's financial statements for the four (4) subsequent fiscal years.

### Albany County Airport Authority – Our understanding of the scope of services

- Audit of financial statements with auditor's report thereon. Audit to be performed in accordance with generally accepted auditing standards, *Government Audit Standards* and *Uniform Guidance*.
- Auditor's report on compliance and on internal control in accordance with *Government Audit Standards*.
- A report on compliance with requirements applicable to the Passenger Facility Charge Program and on internal control over compliance.
- Schedules of findings and questioned costs for the major Federal Award Programs and the Passenger Facility Charge Program.
- Auditors report on internal control and compliance in accordance with Uniform Guidance (Single Audit).
- NYS Department of Transportation single audit.
- A report on compliance with the Authority's investment guidelines
- Reports to the Audit Committee (Required Communications)
- Management letter (internal control matters) if warranted

Bonadio and your assigned team have substantial experience with all of the above services through our audits of the Monroe County Airport Authority and our other New York State Public Authorities.

### Audit Approach

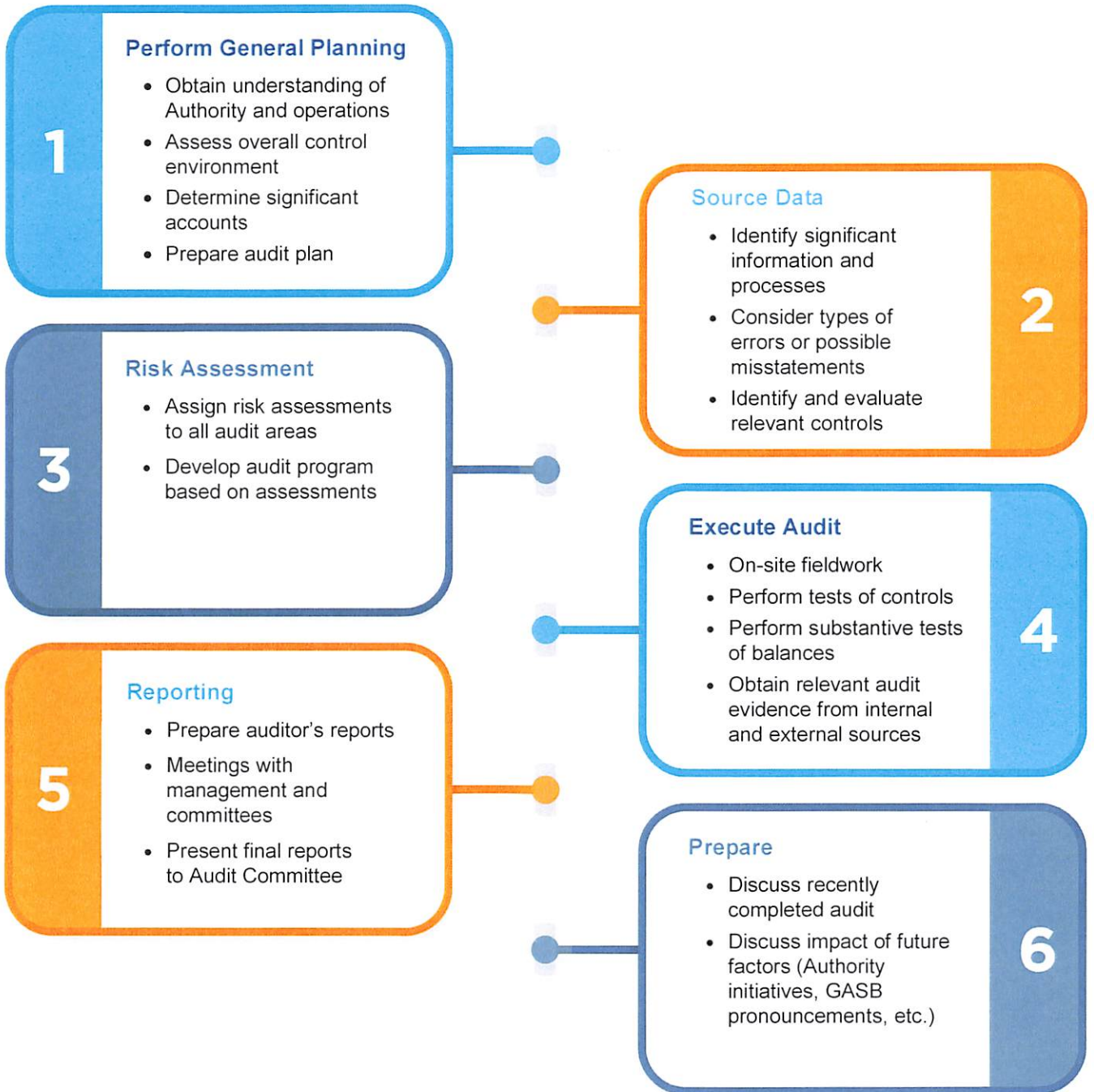
Our audit approach is designed to accomplish the audit objectives in an efficient, cost-effective manner for both the Authority and Bonadio. Our approach is tailored based on our understanding of the Authority's activities and operation, policies and procedures, personnel, and vendors. Further, we use our knowledge of New York State Public Authorities to further enhance our audit approach. You will find our process enables you to assess adherence to timelines and monitor progress. We understand that time is valuable to you – as it is to us.

### Planning and Risk Assessment

We have designed our approach to provide you with efficient, high quality service at a reasonable cost. In order to accomplish these objectives, we emphasize effective communication and planning during each engagement. Planning is performed before year-end and includes: (1) review of prior year financial statements and technical and operational challenges; (2) discussions with the Authority management regarding current-year operations, significant transactions, and financial reporting challenges; and (3) review of changes in information systems and processing routines. This information is discussed with you and used as a basis to target our work to risk areas rather than utilizing a shotgun approach. It also allows us to identify issues prior to year-end to avoid post year-end audit surprises.

Below you will find the various planning/meeting events that can be expected between Bonadio and the Authority:

- Conduct meetings with management to discuss audit process and timing, and further understand management needs and expectations.
- A joint planning meeting with Bonadio engagement personnel, Authority personnel including the Information Technology Director.



## Planning and Risk Assessment (Continued)

- Understand, assist, prioritize, and plan for current-year challenges affecting the Authority, including but not limited to,
  - Impact of new and proposed accounting standards
  - Regulatory developments
  - Industry developments
  - Expansion plans
- Prepare and finalize engagement letters in accordance with this proposal and any scope changes, if necessary.
- Meet with CFO to review audit strategy, scope, and timing.

Based on the results of our planning efforts, we will provide you with an audit request list (schedules, reconciliations, and account analysis) through our client portal (myPortal) that will be required to complete the audit. This is done at least a month before work begins to give you sufficient time to gather the information.

The information will be transferred through use of a secure online file portal (myPortal) that provides due dates, task assignments and email notifications to manage the audit process and provide accountability to the Authority and Bonadio.

Historically, auditors were allowed to use professional judgment in determining necessary audit procedures in response to the assessment of audit risk. Now, however, our profession has determined that we must follow specific guidance in order to provide the users of financial statements—Management and Audit Committee members, administration, staff, investors/bond holders, and the public at large—with a level of assurance that our audits have been designed with a heightened level of professional skepticism to consider the organization's specific risk factors related to potentially fraudulent activity and risk of material misstatement.

As a result of the additional procedures associated with ever-evolving auditing standards, when you work with Bonadio you will notice:

- Increased involvement in your audit at the partner, principal, and manager level.
- More interaction between Bonadio personnel and members of your staff who may not have had direct involvement in the audit in the past—administrators of programs—in other words, non-financial personnel.
- More time spent with members of your senior management personnel beyond your top financial people.

We fine-tune our audit efforts to consider the fraud-related risk areas at each particular client.

Our additional procedures may include the following:

- Additional pre-audit meetings with management and audit/finance committees.
- Additional interviews with members of your staff.
- Focused detailed testing of areas we consider most vulnerable to the risk of fraud and/or material misstatement.
- Enhanced documentation of internal controls and client procedures, including questionnaires, and memos.
- Additional meetings among your client service team throughout the audit to reassess and redirect our testing based on our findings to date.
- Additional representations from you with respect to knowledge of fraud, illegal acts or similar activities.
- Additional communications to you throughout and at the conclusion of our audit in the form of meetings, expanded management letter suggestions, and/or letters to you.

## Internal Control Evaluation

Bonadio's approach to internal control takes into account all elements of control within the operating environment:

- Control Environment—Here we focus on the tone at the top and assess the attitudes and actions of the Board and management.
- Risk Assessment—How does management assess the susceptibility of programs, activities and functions to abuse or misuse?
- Control Activities—What are the key policies and procedures to ensure the adequate mitigation of risk?
- Information and Communication—We will determine the timeliness and relevance of information (financial and non-financial) communicated to management and others.
- Monitoring—We will identify what systems are in place to measure the quality of performance over time.

The manner in which this is completed involves an integrated approach to the audit that is an on-going process that started the moment we received the RFP. We first need to assess whether the Authority has an acceptable risk profile that allows us to retain it as a client. This risk assessment process then continues through our engagement as we assess your internal control environment, design our audit procedures and then react to the results of those audit procedures.

The procedures we employ rely heavily on the expertise of our people and their experience across the multitude of government organizations we serve. As you would expect, our staff will document our understanding of your internal controls through interviews with personnel, review of established procedural documents, and observation of controls in place.

We will then perform walk-throughs of the key transaction cycles to test the key controls in place for those transaction cycles. These walk-throughs entail following a transaction from the start to finish through the accounting system.

Once we have identified the key controls, we will design tests to test effectiveness of those controls over a random sample of transactions.

In contrast to other firms, we spend a great deal of time assessing the *information technology environment* of our clients. We have a team of Enterprise Risk Management (ERM) professionals who perform these control assessments. **We do not use accountants who like technology.** Our consultants are credentialed professionals who are educated to understand the complexities of the information technology environment. The lead ERM representative reports directly to the engagement partner and together they the computer and financial controls in place and what risks and weaknesses may exist.

An integral part of each engagement is the preparation of a management letter. This separate report, when necessary, analyzes your operations both financially and operationally, and highlights suggestions designed to improve efficiency and internal controls. We will devote a substantial amount of time to preparing this report using knowledge of your operations and our governmental audit experience. We will meet with you to review this report and then work with you to implement any necessary changes. Auditor's reports, management letters, and all other presentation materials are reviewed with you prior to finalization to ensure that all information is accurate.

## Execution of the Audit

After a significant investment of time and effort, Bonadio has implemented systems and procedures that make efficient use of technology, which is an integral component of our audit process. Our paperless audit environment (ProSystems Fx Engagement) allows us to use information you provide in electronic form to minimize the time and cost associated with you having to provide us with paper copies of the data and support we need for our audit documentation. This is coupled with our online portal (myPortal) to eliminate the need to send files by email. This process maximizes efficiency by allowing us to share information with our clients over a secure network. This use of technology in the audit process saves time, money and resources for clients and our firm.

We also subscribe to online research tools to provide us real-time access to governmental accounting pronouncements, professional standards and regulatory information related to audit, accounting, regulatory, and tax matters.

**Audit Programs**— We use Practitioners Publishing Company (PPC) audit programs relative to governmental entities, the most frequently used resource/technical support information by CPA firms throughout the U.S.

**Tailored Audit Approach**—The PPC audit programs are customized for the Authority's audit based on our risk assessment and audit planning processes. We use PPC's smart practice aids that link our risk assessments directly to specific audit procedures.

**Substantive Procedures**—We use a PPC planning and materiality table as a baseline for identifying account balances to be selected to audit.

- Our risk assessment process will determine audit scopes and testing required.
- We will determine materiality scopes, including tolerable misstatement, test scope, and adjustment scope for the Authority.
- Statistical sampling will be used whenever practical and feasible in our controls and transaction testing.
- Asset, liability, revenue, and expenditure accounts—our firm does not audit 100% of all accounts; however, we will review client prepared schedules on asset and liability accounts, then make assessments and selections of transactions to audit and obtain supporting documentation to verify the recorded account balance or transaction amount.
- Revenue and expenditure accounts will be selected based on materiality, and random selections will be made of transactions to test in accordance with our materiality and risk assessment process.
- Analytical comparison of actual results current year versus prior year, current year against expectations, and current year actual versus budgeted results will be performed as appropriate.

## Reporting Phase

Our final phase will include the following meetings

- Conduct closing meetings with management to go over the results of the audit and discuss any management letter comments.
- Review drafts of financial statements, management letter, financial highlights, and reporting package with Audit Committee.
- Meet with Authority to discuss the overall audit experience and review the measured value against needs and expectations in the client service plan.
- Schedule semi-annual update meetings with Authority.
- After completion of the 2023 services, identify and discuss planning opportunities for the 2024 audit.

## Review Process

Our audits employ a multi-layered review approach that helps to ensure our audit risk is sufficiently mitigated and your financial statements adhere to all applicable professional standards.

The work of our staff is reviewed on an on-going basis during the course of the engagement while they are on-site completing their audit procedures. All staff work is reviewed by a supervisory level individual (senior/manager) assigned to your account. That work is then reviewed a second time by the manager or principal assigned to your account. Their work is then reviewed a third time by the engagement partner who is responsible for the audit. Depending on the engagement partner's assessment, certain high-risk or complex areas are also reviewed by the advisory partner assigned to the engagement.

Finally, prior to the issuance of all audit reports, our **Professional Excellence Division** reviews the complete financial reporting package to ensure compliance with all standards. We have separate specialists responsible for government engagements. The engagement partner then must evaluate the review comments provided by the Professional Excellence Division and make the necessary changes before the audit report is released for issuance.

Our Professional Excellence Division consists of professionals at the partner, principal and manager levels in our firm. We have allocated significant firm resources to ensure they have the tools and expertise to do their job. Their purpose is to mitigate risk for the engagement team; which, in turn, helps to mitigate your reporting risk.

Once all of the internal processes are completed, we will review all draft documents and findings with management and Authority. The purpose of this review is to ensure that all of the presented information is accurate and complete.

## Quality Control

Bonadio maintains a partner level position of Chief Risk and Administrative Officer, responsible for all of Bonadio's quality control processes and procedures, including peer review and inspection, and for directing and coordinating all training for Bonadio. Two partners and three principals are fully committed to the Professional Excellence Department. Specific responsibilities include:

- Performing all second partner quality reviews for all of Bonadio's offices.
- Coordinating annual inspection and tri-annual peer review activities and ensuring Bonadio's compliance with the related requirements.
- Researching new technical accounting and auditing pronouncements and providing personnel with the appropriate communication via technical memoranda and training sessions.
- Developing and delivering, where appropriate, a comprehensive training curriculum for all Bonadio personnel.

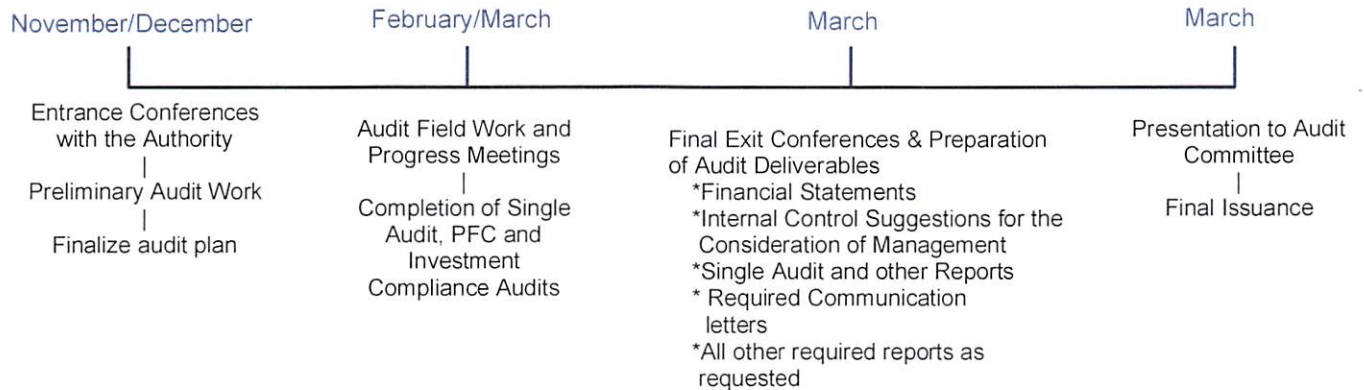
## Peer Review Report

Our quality assurance program has been complemented by independent periodic peer reviews. We received our most recent report, which was successfully executed in October 2020. It is important to note that our most recent quality control review did include many of our governmental clients. A copy of this peer review report is included in the attachments to the proposal.



## Timetable for Audit Completion:

The timeline below provides a general overview of the key aspects of the engagement. We are committed to meeting all of your deadlines as outlined in the RFP and responses to questions.



These are a starting point for consideration and will be formalized with you once we have been formally engaged.

## Extent of Use of Audit Software

Bonadio uses a number of technological tools that streamline the audit process and enhance service efficiency. Here are some of the ways we enlist the **power of information technology** on a daily basis:

- **Checkpoint Research:** A state-of-the-art library of technical accounting and auditing information that significantly reduces research time in the field and facilitates the appropriate interpretation of even the most obscure accounting/auditing issues. All of our profession's technical auditing and accounting pronouncements are available online and are maintained up-to-date with this service.
- **Practitioners Publishing Company (PPC) auditing:** Provides guidance, programs and practice aids to help minimize risk with online, state-of-the-art practices and proven, replicable processes.
- **ProSystems Engagement:** Fully integrated electronic workpapers.
- **Online file sharing portal:** Simple, secure data transfer between you and Bonadio
- **Data extraction software applications (IDEA):** This product allows for efficient analysis and sampling.
- **Microsoft Office:** This full suite of products is used throughout our firm.

We also use MyPortal as a client communication tool (see Appendix C for further details). MyPortal is a secure cloud hosted website providing client access and interface with audit team. This technology ensures two way communication related to sufficiency of requested documents and provides real time dashboard status updates on requests. This technology allows for seamless interface and sharing of documents between our Firm and our clients and eliminates recurring requests for the same document. Documents are uploaded to this website in a secure manner and the website creates a document storage system that can be utilized throughout the year to track and retain audit documents and client information.

## Engagement Team

Our firm is poised for long-term growth and success because we have built a team of people that are experts in governmental auditing. With over twenty partners and principals specializing in this area, our expertise and knowledge is not concentrated with a few individuals. This is key to helping our clients grow and manage risk and to helping develop our staff to better understand and excel in the government arena.

We believe that our people make the difference. The primary personnel assigned to serve you have a unique blend of governmental audit and consulting experience. The people identified will be the key contacts for the Authority. Full biographies are included in Appendix B.



**Alan S. Walther, CPA**

**Role:** Engagement Partner

**Duties:** Alan is responsible for the overall engagement relationship for the Authority. He is also the signing Partner, which means that he is ultimately responsible for the technical matters of the engagement. In this way, Alan is the sole point of contact to ensure the consistent and timely delivery of every aspect of this account. All members of the team report to him.



**Randy Shepard, CPA**

**Role:** Advisory Government Partner

**Duties:** Randy is an advisory partner for the team to tap into from a resource perspective. With over 25 years' experience in governmental accounting and auditing, he brings a great deal of depth to the engagement team. As the engagement partner for dozens of additional government and municipal clients, he will be available to the engagement team and the Authority as needed.



**Kristen Clark, CPA**

**Role:** Quality Control Partner

**Duties:** Kristen will be responsible for coordinating the second review and assisting as necessary on technical matters as they arise. Kristen and the entire Professional Excellence Division are critical resources for all of our engagement teams as matters arise. This allows matters to be resolved timely and accurately, and they are available to meet with you as necessary.



**Kylene Fitsik, CPA, CFE**

**Role:** Engagement Manager

**Duties:** Kylene is the audit manager on this engagement. She is responsible for completion of audit fieldwork and financial reporting.



### Michael Smith, CPA, CFE, CIT

**Role:** Audit Partner, Construction and Real Estate

**Duties:** Mike is a partner with The Bonadio Group's Commercial Team and Co-Leader of the Firm's Construction Team in our Albany office. Mike's experience ranges from real estate development, construction contractors, auto dealerships, manufacturers, and homebuilders, along with fraud investigation and prevention.



### Carl Cadregari, CISA

**Role:** Information Risk Management Partner

**Duties:** Carl is the head of our Information Risk Management Division and is responsible for all assessments performed in connection with our audit engagements. Each of our audits includes an allocation of resources towards the internal controls surrounding the IT environment, which is included in our audit costs.



### Heather J. Leggiero, CPA, JD

**Role:** Tax Partner

**Duties:** Heather is a partner in The Bonadio Group's Tax Division. Heather's degrees in both accounting and law serve her especially well in serving the firm's clients. Her breadth of knowledge and expertise in the tax issues surrounding all types of business and individuals makes her an integral part of our client service team.

## Staff Continuity

As a professional service firm, we understand that a primary concern of our clients is continuity of people assigned. We are extremely sensitive to this issue and assure you that we will make every effort to maintain continuity of personnel on your engagement to ensure that you will be served by the individuals most familiar with your account. Our proposed team is committed to maintaining a long-term professional relationship that will benefit you in future years.

## Staffing Stability vs Whipsaw Hiring and Firing

In today's volatile employment market, staffing stability, recruitment and retention are more important than ever. After substantial hiring increases in the past several years, some of the largest accounting firms like KPMG recently announced layoffs of 700 employees in their advisory business (*source: Consulting, us 2/16/23*). Clients should be secure in the knowledge that their accounting firm will provide not only continuity but hard won institutional knowledge to ensure they receive optimum service from a team they know.

The Bonadio Group is very deliberate in recruiting, retaining and supporting our employees. We invest in technology and talent to provide the tools and resources to ensure our employees are up to date on the latest industry trends, but more important, they are respected as professionals in their fields.

Bonadio's current staff turnover rate is approximately 12% per year, well below the accounting industry norm of up to 30%. We are strongly committed to driving our retention rate up as a means of ensuring staff continuity for our clients.

We strive to maintain continuity of staff including partners, principals, and managers. However, should team members change for any reason during our engagement; new team members will receive a package of background materials and attend a team orientation session prior to starting fieldwork with the Authority.

Fortunately, as a firm with considerable resources available to us, we can easily provide capable partners with equal experience in government.

## Training and Professional Development

It is Bonadio's policy that all professional personnel comply with the Continuing Professional Education (CPE) requirements of the AICPA, including the requirements of the Government Audit Quality Center (GAQC) and the Employee Benefit Plan Audit Quality Center (EBPAQC); the Public Company Accounting Oversight Board (PCAOB); the New York State Education Department Office of the Professions, the U.S. Government Accountability Office (GAO); and other regulatory agencies, as applicable. Bonadio also requires that all professional staff maintain an adequate awareness and understanding of current developments in professional standards; that all non-licensed professional staff work toward passing the CPA exam; and that all professional staff assist in the training and development of staff members under their supervision.

Individuals who work on audits and attestation engagements subject to *Government Auditing Standards*, including planning, directing, performing fieldwork, or reporting, must complete at least 24 hours of CPE every two years that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates.

Each of our government team members have exceeded the minimum 24 hours of biennial CPE required by Government Auditing Standards. In fact, many of our team members receive 30 or more hours of governmental CPE on an annual basis. Our commitment and dedication to continuing professional education is second to none among our competitors.

## Training and Professional Development (Continued)

Our commitment is reflected in other ways, as well. For example, Bonadio's government team members are required to attend over 40 hours of comprehensive, focused, training annually, including specific courses on auditing governments, its state and federal programs, and the intricacies of governmental accounting transactions. In addition, Alan and other team members regularly attend relevant seminars and continuing education, including the annual New York State GFOA conference, regional GFOA conferences, the AICPA's National Governmental Conference, the Association of government Accountant Professional Development Conference and the National GFOA conference.

## License Information

Bonadio and all assigned key personnel and staff are properly credentialed and registered to practice as certified public accountants in New York State.

## Industry Involvement

The firm and/or individuals are members of the following organizations (not all inclusive):

- Governmental Finance Officers Association (GFOA)
- Association of Government Accountants (AGA)
- American Institute of Certified Public Accountants (AICPA) (includes AICPA Government Quality Center and AICPA Employee Benefit Plan Quality Audit Center)
- New York State Society of CPAs Public Schools Committee
- New York State Society of CPAs Government Audit and Accounting Committee
- New York State Association of Counties
- Association of School Business Officials
- Association of Certified Fraud Examiners

Through our memberships, we are able to stay on the cutting edge of the issues that affect municipalities and provide our clients with timely and well-informed insight. Our involvement in these organizations helps us to see our government clients through the perspective of management and/or elected officials. We believe understanding the differing perspective of our clients enables us to serve them more effectively.

## 4 — Pricing

### Proposed Fees

As stated in the executive summary, Bonadio desires to provide the Authority a better audit experience and we feel we are the best firm to do that. As part of that better experience, we want you to experience more value for the fees that are charged. In the chart below, we summarize your scope of services requested and the additional value we bring to enhance your overall audit experience. We are confident that only Bonadio can bring this level of value to you.

Included in Fee	Bonadio	Others
Audit of Authority Financial Statements, Uniform Guidance and other requested reports	✓	✓
Meetings with Management, the Audit Committee and Board	✓	✓
Information Technology Risk Assessment	✓	?
Tax and Construction subject matter professionals	✓	?
Client Portal - myPortal	✓	?
Experience with another Airport Authority	✓	?
Unlimited Phone Consultation	✓	?
Dedicated and Experienced Governmental Team	✓	?
Two-partner level personnel assigned to engagement	✓	?
Paperless audit software	✓	?
Participation in GFOA, AICPA, NYSSCPA and other professional organization – government related	✓	?

Our dual objective is to provide the Authority with professional services at a reasonable cost, while complying with the highest professional standards. In establishing the costs of services to be billed, we estimate the number of hours to be devoted to the engagement times the hourly rates of individuals assigned to the engagement based on their estimated level of involvement.

The fee quoted is based on the anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant events occur which change the level of effort required to complete your audit (i.e., changes in the Authority's key personnel, significant expansion in services, etc.), we will discuss with you the need for a revised fee estimate and agree on an appropriate amount with you.

### Out-of-Pocket Expenses

All out-of-pocket expenses incurred by Bonadio are included in the quoted fee for each year.

### Rates for Additional Professional Services

If it should become necessary for the Authority to request Bonadio to render any additional services to either supplement the services requested in this Request For Proposal or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in a separate engagement letter between the Authority and Bonadio. Any such additional work agreed to between the Authority and Bonadio shall be performed at the same rates set forth in the schedule of hourly rates included in the dollar cost proposal.

Fees will be progressed billed on a monthly basis as our work is incurred.

**Please refer to *Exhibit D- Proposal I* for Bonadio's Pricing Schedule.**

## 5 — Required Documents

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Required documents follow

- A. Proposal Acknowledgment Form
- B. Non-Collusion Affidavit
- C. Offerer Disclosure of Prior Non-Responsibility Determinations
- D. Obtained Proposal Affidavit
- E. Insurance Affidavit
- F. Company Statement for:
  - 1. Corporation (NA)
  - 2. Partnership
  - 3. All Proposals
- G. Work Force Composition
- H. References
- I. Proposal Submittal Form

**Exhibit D: Proposal A**

**PROPOSAL ACKNOWLEDGMENT FORM**

The proposers acknowledge that he/she has carefully examined the RFP, the attached Agreement draft and the proposed location/s for his/her proposed operation/s.

The proposer warrants that if proposal is accepted, he/she will contract with the Albany County Albany Authority the form of an Agreement substantially in the form attached and comply with the requirements of the RFP and the executed Agreement. Proposer agrees to deliver an executed Agreement to the Albany County Airport Authority within fourteen (14) calendar days of receiving the tendered Agreement from the Authority.

I, the undersigned, guarantee our proposal meets or exceeds specifications contained in the RFP document. Any exceptions are described in detail and all requested information has been submitted as requested.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFP. Our firm will comply with all provisions and conditions as specified, unless specifically noted as an exception with our Proposal.

I also affirm that I am duly authorized to execute the Agreement contemplated herein; that this company, corporation, firm, partnership, or individual has not prepared this Proposal in collusion with any other proposer and that the contents of this proposal as to rent, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other proposer or to any other person/s engaged in this type of business prior to the official opening of the proposal.

Name of Proposer: Alan S. Walther

Signature of Authorized Person: 

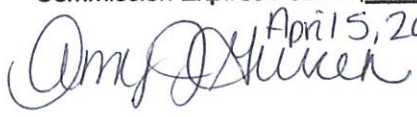
Title: Partner

Business Address of Proposer: 6 Wembley Court Albany, New York 12205

Business Phone Number: (518) 464-4080

Date: 6/8/2023

Subscribed and sworn to before me this 8<sup>th</sup> day of June, 2023.

AMY J. GURREN  
Notary Public, State of New York  
No. 01GU6037228  
Residing in Albany County  
Commission Expires Feb. 14, April 5, 2026  




**Exhibit D: Proposal B**

**NON-COLLUSION AFFIDAVIT**

Authorized officer: Bidder's proposal containing statements, letters, etc., shall be signed in the proposal by a duly authorized officer of the company whose signature is binding on the proposal.

The undersigned offers and agrees to furnish all of the items/services upon which qualifications are stated in the accompanying proposal. The period of acceptance of this proposal will be \_\_\_\_ calendar days from the date of the bid opening. (Period of acceptance will be forty-five (45) calendar days unless otherwise indicated by proponent).

STATE OF New York COUNTY OF Albany

BEFORE ME, the undersigned authority, a Notary Public in and for the State of New York on this day personally appeared Alan S. Walker who after being by me duly sworn did depose and say: I, Alan S. Walker am a duly authorized officer of/agent for Bonadio & Co., LP and have been duly authorized to execute the foregoing on behalf of the said .

I hereby certify that the foregoing offer has not been prepared in collusion with any other proponent or other person or persons engaged in the same line of business prior to the official opening of this proposal. Further, I certify that the proponent is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the type of services/commodities offered, or to influence any person or persons to offer or not to offer thereon.

By submission of this proposal, each proponent and each person signing on behalf of any proponent certifies and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of his knowledge and belief:

- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proponent or with any competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proponent and will not knowingly be disclosed by the proponent prior to the opening, directly or indirectly to any other proponent or to any competitor; and,
- C. No attempt has been made or will be made by the proponent to induce any other



**Exhibit D: Proposal C**

**Offerer Disclosure of Prior Non-Responsibility Determinations**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Bonadio & Co., LLP

Address: 6 Wembley Court Albany, New York 12205

Name and Title of Person Submitting this Form: Alan S. Walther, Partner

Contract Procurement Number: 23-1147-AUD

Date: 6/8/2023

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_


Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By:  \_\_\_\_\_ Date: 6/8/23 \_\_\_\_\_

Signature

Name: Alan S. Walther \_\_\_\_\_

Title: Partner \_\_\_\_\_

**Exhibit D: Proposal D**

**OBTAINED REQUEST FOR BID AFFIDAVIT**

I, being an authorized representative of the named organization / company, certify that I obtained the request for bid documents from the Albany County Airport Authority Purchasing Office. I understand that no bid shall be considered unless the organization making this bid has first obtained a copy of this Request for Bid from the Albany County Airport Authority Purchasing Office.

  
\_\_\_\_\_  
Signature Agent

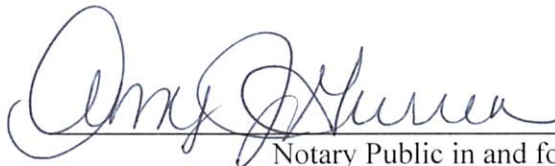
Print or Type Name: Alan S. Walther

Address 6 Wembley Court Albany, New York 12205

Phone: (518) 464-4080

SUBSCRIBED AND SWORN to before me by the above named on this 8<sup>th</sup>  
day of June, 2023.

AMY J. GURREN  
Notary Public, State of New York  
No. 01GU6037228  
Residing in Albany County  
Commission Expires Feb. 14, \_\_\_\_\_  
April 5, 2026

  
\_\_\_\_\_  
Notary Public in and for  
State of New York





**Exhibit D: Proposal F-1**

**CORPORATION STATEMENT**

N/A

IF A CORPORATION, answer the following:

1. When incorporated?

\_\_\_\_\_

2. Where incorporated?

\_\_\_\_\_

3. Is the corporation authorized to do business in New York?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If New York is not state of incorporation:

- A. Address of the registered office in New York:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. Name of registered agent in New York at such office:

\_\_\_\_\_

- C. Attach Certificate of Authority to transact business in New York.

4. The Corporation is held: \_\_\_\_\_ Publicly \_\_\_\_\_ Privately

5. Furnish the name, title, and address of each officer, director, and shareholders of the corporation's issued stock:

<b>Officer's Name</b>	<b>Address</b>	<b>Position</b>	<b>%</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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**Director's Name**

**Address**

**Principal Business  
Affiliation Other  
Than Proposer's  
Directorship**

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**Principal  
Shareholders**

**Address**

**Percentage  
Ownership**

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**Exhibit D: Proposal F-2**

**PARTNERSHIP STATEMENT**

IF A PARTNERSHIP, answer the following:

1. Date of Organization? 11/04/1994
2. General Partnership \_\_\_\_\_ Limited Partnership ✓
3. Partnership Agreement Recorded? ✓ Yes \_\_\_\_\_ No

Date: 11/04/1994

Book: \_\_\_\_\_

Page: \_\_\_\_\_

County: Monroe # 941040000034

4. Has the Partnership done business in New York?  
Yes ✓ No \_\_\_\_\_ When? Since 1994

5. Name, address, and partnership share of each general or limited partner:

Name	Address	Percent Of Share	General Limited Partner
------	---------	---------------------	-------------------------------

1. Please refer to attached list
2. Partners hold approximately .9% interest.
3. \_\_\_\_\_
4. \_\_\_\_\_

Partner List Page 1

FirstName	Last Name	Status	Staff Type
Christopher	Abram	Active	Partner
Jason	Acker	Active	Partner
Chris	Anderson	Active	Partner
Jennifer	Arbore	Active	Partner
Jennifer	Arnold	Active	Partner
Timothy	Ball	Active	Partner
Richard	Bigham	Active	Partner
Kathleen	Bloss	Active	Partner
Thomas	Bruckel	Active	Partner
Carl	Cadregari	Active	Partner
Jamie	Card	Active	Partner
Kristen	Clark	Active	Partner
Amanda	Corona	Active	Partner
Jeffrey	Couchman	Active	Partner
Nancy	Cox	Active	Partner
Kelley	DeMonte	Active	Partner
David	Dinolfo	Active	Partner
Timothy	Doyle	Active	Partner
John	Dubiel	Active	Partner
Tony	Duffy	Active	Partner
Robert	Enright	Active	Partner
Alex	Ermakov	Active	Partner
Gregg	Evans	Active	Partner
David	Fabian	Active	Partner
Robert	Fellinger	Active	Partner
Paul	Fries	Active	Partner
Tammy	Gamble	Active	Partner
Casey	Ganer	Active	Partner
Terry	Ganer	Active	Partner
Gregg	Genovese	Active	Partner
Ralph	Genovese	Active	Partner
Thomas	Gianatasio	Active	Partner
Tom	Giglio	Active	Partner
Gratsiela	Gonzalez	Active	Partner
Denise	Gueli Comm	Active	Partner
Keeley	Hines	Active	Partner
Catherine	Johnson	Active	Partner
Aimee	Jozic	Active	Partner
Ethan	Kahn	Active	Partner
Thomas	Kamide	Active	Partner
Todd	Klaben	Active	Partner
Edward	Knapp	Active	Partner
Aaron	Kofira	Active	Partner
Daniel	Koscielny	Active	Partner
Kristin	Kowalski	Active	Partner
Brian	Lafountain	Active	Partner
Thomas	Landers	Active	Partner

Partner List Page 2

Heather	Leggiero	Active	Partner
Jeff	Lewis	Active	Partner
Bettina	Lipphardt	Active	Partner
Karen	Lynch	Active	Partner
Janine	Mangione	Active	Partner
Phil	Mann	Active	Partner
Paul	Mayer	Active	Partner
John	McCurdy	Active	Partner
William	McDonald	Active	Partner
Kenneth	McGivney	Active	Partner
Gail	McIntyre	Active	Partner
Jon	Miller	Active	Partner
Lauren	Miller	Active	Partner
Dawn	Minemier	Active	Partner
Michelle	Mundy	Active	Partner
Karen	Nasoni	Active	Partner
Robert	Nasso	Active	Partner
Denise	Neamon	Active	Partner
Gloria	Nostramo	Active	Partner
Jeffrey	Paille	Active	Partner
Lisa	Palladino	Active	Partner
Michael	Parrinello	Active	Partner
Joe	Peplin	Active	Partner
Joseph	Peresan	Active	Partner
Terrence	Phillips	Active	Partner
Timothy	Pierce	Active	Partner
Leah	Powell	Active	Partner
Cheryl	Prout	Active	Partner
Justin	Reid	Active	Partner
Kevin	Rhode	Active	Partner
Wendy	Riccelli	Active	Partner
Ariel	Ruiz	Active	Partner
Samantha	Schafer	Active	Partner
Brett	Schrader	Active	Partner
Jamie	Scott	Active	Partner
Randall	Shepard	Active	Partner
Michael A	Smith	Active	Partner
David	Snyder	Active	Partner
Nancy	Snyder	Active	Partner
Craig	Stevens	Active	Partner
Ashley	Sullivan	Active	Partner
Steven	Terrigino	Active	Partner
Kevin	Testo	Active	Partner
Adam	Thaine	Active	Partner
Jeff	Trubia	Active	Partner
Stephen	Turner	Active	Partner
Diana	Tyler	Active	Partner
Roger	Upton	Active	Partner

Partner List Page 3

Marc	Valerio	Active	Partner
Alan	Walther	Active	Partner
Joseph	Weinberger	Active	Partner
Jeff	Wexler	Active	Partner
Richard	Wojciechowski	Active	Partner
Charlie	Wood	Active	Partner
Jennifer	Wood	Active	Partner
Kyle	Young	Active	Partner
Bruce	Zicari	Active	Partner
Robert	Zielinski	Active	Partner
Richard	Zweifel	Active	Partner

**Exhibit D: Proposal F-3**

**ALL PROPOSALS - FINANCIAL INFORMATION**

**A. Financial Statements**

1. Proponents shall attached a Balance Sheet and Income Statement prepared in accordance with Generally Accepted Accounting Principles (GAAP) for the most current year-to-date period, together with a copy of the Proponent's most recent fiscal year Financial Statements, audited by a Certified Public Accountant, including the auditor's opinion thereon.

**B. Surety Information**

1. Have you, or any entity you have had an ownership interest in, ever had a bond or surety canceled or forfeited? Yes ( ) No (✓)
2. If Yes, state the name of the bonding company, date, amount of the bond and the reason for such cancellation or forfeiture

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**C. Bankruptcy Information**

1. Have you, or any entity you have had an ownership interest in, ever filed a petition for bankruptcy, or been declared bankrupt? Yes ( ) No (✓)
2. If Yes, state the name of the entity, date, amount of the filed or declared bankruptcy

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**D. County of Albany and any Affiliated Entity**

1. Have you ever entered into an agreement with the County of Albany or any affiliated entity? Yes (✓) No ( )
2. If Yes, identify the agreement(s), its purpose, and its term.  
Albany County Business Development Corp. Assurance 2017-Present

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3. Have you ever been sent a default notice concerning any such agreement(s)?

Yes ( ) No (✓) If Yes, please explain

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**Exhibit D: Proposal G**

**WORK FORCE COMPOSITION**

Bonadio & Co., LLP (585) 381-1000  
**Name of Firm** **Phone Number**

171 Sully's Trail Pittsford NY 14534  
**Address** **City** **State** **Zip Code**

Alan S. Walther, Partner  
**Name & Title of Authorized Executive**

Full Time Employees	Total # of Employees	White	American Indian	Black	Hispanic	Other (*)
	Male / Female	M/F	M/F	M/F	M/F	M/F
Admin & Manager						
Professional						
Technical						
Sales Workers						
Office Workers						
Semiskilled Workers						
Unskilled Workers						
Apprentices						
Seasonal						
Temporary						
Part Time						
<b>TOTAL</b>						

**\*Use Additional Sheets To Identify The Ethnicity Of Employees Identified In This Category.**

Remarks: Please refer to the Bonadio EEO chart on the following page.

Does not include Bonadio Subsidiaries

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES									
	TOTAL COLS 2+3	MALE					FEMALE					RACIAL MULTI	RACIAL
		MALE	FEMALE	AFRICAN AMERICAN	LATINO AMERICAN	AMERICAN NATIVE	ASIAN OR PAC ISLANDER	MULTI	RACIAL	AFRICAN AMERICAN	LATINO		
1	2	3	4	5	6	7	8	9	10	11	12	13	
Officials & Mgrs.	283	141	142	2	3		1	1	1	1	4		
Professionals	321	171	150	2	2		8	4	6	2	10	2	
Technicians	13	10	3										
Sales Workers	2	1	1				2					1	
Office & Clerical	120	45	75	2	4				3	1		1	
Craftsman Skilled	-												
Operatives Semi-Skilled	-												
Laborer Unskilled	1		1										
Service Worker	-												
<b>TOTALS</b>	<b>740</b>	<b>368</b>	<b>372</b>	<b>6</b>	<b>9</b>		<b>11</b>	<b>5</b>	<b>10</b>	<b>4</b>	<b>14</b>	<b>4</b>	
<b>TOTAL EMPs</b>	<b>803</b>												

The Bonadio Group

**Exhibit D: Proposal H**

**REFERENCES**

List three (3) companies or governmental agencies where like or similar services have been provided within the last three years:

1. **Company Name:** Centro  
**Address:** 200 Cortland Ave. Syracuse, New York 13204  
**Street/P.O. Box City State Zip Code**  
**Contact Person:** Linda Biata **Title:** EVP Finance  
**Phone:** (315) 442-3333 **Fax:** \_\_\_\_\_
  
2. **Company Name:** Monroe County Airport Authority  
**Address:** 1200 Brooks Ave. Rochester, New York 14524  
**Street/P.O. Box City State Zip Code**  
**Contact Person:** Maryanne Fedison **Title:** Assistant Treasurer  
**Phone:** (585) 753-7012 **Fax:** \_\_\_\_\_
  
3. **Company Name:** Rochester Genesee Regional Transportation Authority  
**Address:** 1372 East Main St. Rochester, New York 14609  
**Street/P.O. Box City State Zip Code**  
**Contact Person:** Scott Adair **Title:** CFO  
**Phone:** (585) 288-1700 **Fax:** \_\_\_\_\_

**EXHIBIT D: Proposal I**

**PROPOSAL SUBMITTAL FORM**

Exhibit C contains the minimum requirements and are intended to govern, in general, the performance requirements and the type of services desired. Please check "yes" or "no" if you can meet these specifications.

The bidder can meet or exceed required specifications as required in EXHIBIT C?

YES

NO

**PRICING**

	First Year	2nd Yr	3rd Yr	4th Yr	5th Yr
AUDIT YEAR	2023	2024	2025	2026	2027
Fixed Fee to for Annual Audit Services	\$52,000	\$55,120	\$ 58,500	\$62,000	\$65,750
<b>Hourly Rates:</b>					
Partner	\$ 375	\$ 400	\$ 425	\$ 450	\$ 475
Senior Manager/Principal	\$ 300	\$ 320	\$ 350	\$ 375	\$ 400
Manager	\$ 250	\$ 265	\$ 280	\$ 300	\$ 320
Senior Auditor	\$ 175	\$ 185	\$ 200	\$ 215	\$ 225
Staff Auditor	\$ 125	\$ 135	\$ 145	\$ 150	\$ 160

Estimated number of business days to complete audit and issue reports: 20

Travel Expenses, if applicable (please list and describe all fees:

None

**CONTACT INFORMATION**

Name of Contact Person: Alan S. Walther

Phone Number(s): ( 518 ) 464-4080

Email: awalther@bonadio.com

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## APPENDICES

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## Appendix A — Peer Review Report



8550 United Plaza Blvd., Ste. 1001 — Baton Rouge, LA 70809  
225-922-4600 Phone — 225-922-4611 Fax — [pncpa.com](http://pncpa.com)

*A Professional Accounting Corporation*

### Report on the Firm's System of Quality Control

To the Partners of  
Bonadio & Co., LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Bonadio & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bonadio & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Bonadio & Co., LLP has received a peer review rating of *pass*.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
October 19, 2020

## Appendix B — Professional Biographies

### Alan S. Walther, CPA—Engagement Partner ([awalther@bonadio.com](mailto:awalther@bonadio.com))



Alan is a partner in Bonadio's Public Sector practice. Alan provides business, accounting, and auditing services for a variety of clients including NYS agencies, towns, cities, counties, villages, libraries, and school districts. He has a concentration in large, multi-faceted audits and is accustomed to dealing with clients with complex organizational structures, multiple locations, and sophisticated IT operations. As a result of this work, Alan has developed extensive experience with respect to compliance and reporting requirements for these organizations, knowledge of Governmental Accounting Standards Board (GASB) pronouncements, as well as the evaluation and design of internal accounting systems.

Alan received his B.S. degree in accounting from the State University of New York at Albany. He is a member of the American Institute of Certified Public Accountants, NYS Society of Certified Public Accountants, Government Finance Officers Association, the Capital Chapter of the NYS ASBO, and serves on both the Public School Accounting Committee and Government Accounting Committees of the NYS Society of CPAs.

Alan is a licensed CPA in the states of New York and Vermont. He is the Engagement Partner for the following clients:

- Olympic Regional Development Authority
- Albany County Land Bank Corp.
- Troy Community Land Bank
- Warren Tobacco Asset Securitization Corp.
- Utica IDA
- Port Jervis IDA
- City of Troy
- City of Utica
- City of Port Jervis
- Syracuse City School District
- Albany City School District
- Schenectady City School District
- Schoharie County
- Montgomery County
- Essex County
- East Greenbush Central School District
- Stillwater Central School District
- Windham Central Supervisory Union
- Hoosick Falls Central School District
- Middleburgh Central School District
- Haldane Central School District
- Cooperstown Central School District
- Voorheesville Central School District
- Burnt Hills-Ballston Lake Central School District
- Cobleskill - Richmondville Central School District
- Wappingers Central School District
- Spackenkill Central School District
- Middleburgh Central School District

**Randy Shepard, CPA—Government Advisory Partner** ([rshepard@bonadio.com](mailto:rshepard@bonadio.com))



Randy is a partner in Bonadio's Public Sector Practice. He has been with Bonadio for more than 25 years, and has gained experience in many areas of attestation engagements.

Randy provides consulting, accounting, and auditing services for a variety of clients such as municipalities, public authorities, and local development corporations. As a result of this work, Randy has developed extensive experience with respect to compliance and reporting requirements for these organizations, knowledge of Governmental Accounting Standards Board (GASB) pronouncements, the New York State Public Authorities and Accountability Act, as well as the evaluation and design of internal accounting systems. Randy has also been a speaker on various governmental topics for the New York State Association of Counties as well as Governmental Finance Officers Association.

Randy received his B.S. degree in accounting from the State University of New York at Geneseo. He is a member of the AICPA and Government Finance Officers Association. Randy is on the Finance Committee of the Seneca Park Zoo Society. Randy is a 2008 recipient of the Rochester Business Journal's Forty Under 40 award for leadership and service in their jobs and in the community.

**Kristen M. Clark, CPA, FCFM—Quality Assurance Partner** ([kclark@bonadio.com](mailto:kclark@bonadio.com))



Kristen is an audit partner and director of the firm's Quality Assurance and Education Division with over 25 years of experience with the firm. In this capacity, she is responsible for all of The Bonadio Group's quality control processes and procedures (including peer review and inspection) and directs and coordinates all training for the firm. Her responsibilities include performing all second partner quality reviews for the firm (all offices); coordinating annual inspection and tri-annual peer review activities and ensuring the firm's compliance with the related requirements to maintain successful results from these activities; and researching all new technical accounting and auditing pronouncements and providing personnel with the appropriate communication and training.

Relative to this engagement, Kristen will be responsible for review and approval of all audit reports and related financial statements and will act as an advisor to the engagement's client service team on technical matters.

Kristen received her B.S. degree in Accounting from St. John Fisher College and joined Bonadio in 1986. She is a fellow of the Healthcare Financial Management Association (HFMA), a member of the American Institute of Certified Public Accountants and the New York State Society of Certified Public Accountants, where she is a member of a statewide committee on peer reviews.

She is also active in the local civic community as a member and past president of the Rochester Regional Chapter of the HFMA, the United Way of Greater Rochester's Women's Leadership Council Steering Committee, and a member of St. John Fisher College Accounting Advisory Board, as well as a past member of the Geva Theatre Center Board, and the National Association of Women Business Owners Board. Kristen was a recipient of the *Rochester Business Journal's* 40 Under Forty Award. She was a finalist in the 2018 Athena Award.



**Kylene Fitsik, CPA, CFE—Engagement Manager** ([kfitsik@bonadio.com](mailto:kfitsik@bonadio.com))



Kylene is a manager in Bonadio's Public Sector Practice. She joined the team as a staff accountant in June of 2015. Kylene has her Masters of Science degree in Accountancy, as well as her Bachelors of Science degree in Accounting and minor in Information Systems.

Kylene is a Certified Public Accountant (CPA) and Certified Fraud Examiner (CFE). She has a professional membership in the New York State Society of Certified Public Accountants and in the Association of Certified Fraud Examiners.

Her experience includes audits of counties, cities, towns, villages, school districts/BOCES, community colleges, public authorities and other governmental entities.

She has performed many audits under Government Auditing Standards, inclusive of Uniform Guidance requirements.

**Michael A. Smith, CPA, CFE, CIT— Partner, Construction and Real Estate Development** ([msmith@bonadio.com](mailto:msmith@bonadio.com))



Mike is a partner with The Bonadio Group's Construction & Real Estate Practice and Co-Leader of our Construction Team.

Mike's experience ranges from real estate development, construction contractors, auto dealerships, manufacturers, and homebuilders, along with fraud investigation and prevention. Mike has over 10 years of experience dealing with these types of entities. Mike is a CPA, a Certified Fraud Examiner, and a Construction Industry Technician. In addition to the traditional accounting, auditing, and tax services, he provides business consulting services to the firm's clients, including the evaluation and design of internal accounting systems. He manages all aspects of audit, review and compilation engagements along with supervision, and training of staff.

**Carl Cadregari, CISA—Executive Vice President IT/Information Risk Management** ([ccadregari@foxpointesolutions.com](mailto:ccadregari@foxpointesolutions.com))



Carl is an Executive Vice President with the FoxPointe Solutions Information Risk Management Division of The Bonadio Group. Carl has more than 28 years of experience in providing reasonable and actionable information technology, cybersecurity and architecture, controls deployment, business continuity plans and disaster recovery auditing and planning, cybersecurity by design, and overall controls governance.

His expertise in Cybersecurity Controls, Physical, Administrative, and Technical Security, Enterprise Risk Management, Business Impact Analysis, Vendor Management and Disaster Recovery Planning has been applied across many companies across almost all vertical markets from banking to government to healthcare to education. Carl's experience includes over 18 years in auditing and standards compliance assessment experience, developing and executing programs predicated upon ensuring that client computer controls are functioning according to all applicable regulations.

Carl currently holds the following certifications:

- Certified Information Systems Auditor from ISACA (CISA)
- Certified Assessor for the HITRUST Common Security Framework (CCSFP)
- Certified Third Party Risk Professional (CTPRP)
- Certified HITRUST Quality Professional

### Carl Cadregari (Continued)

Carl's professional memberships have included the Information Systems Audit and Control Association (ISACA), Health Information and Management Systems Society (HIMSS), HFMA, DRI International (DRI) Systems Administration Networking and Security Institute (SANS), and the Association of Certified Fraud Examiners (ACFE). He is an experienced HIPAA Privacy and Security Assessor and Certified Information Systems Auditor (CISA). Carl is a past member on the Healthcare Information Technology Standards Panel of the American National Standards Institute (ANSI), the Board of Directors at Bonadio, and was the interim Chair of the Moore Stephens North America Technology Consulting Community Group.

Carl and his team will complete the IT component of the audit

### Heather J. Leggiero, CPA, JD – Tax Partner ([hleggiero@bonadio.com](mailto:hleggiero@bonadio.com))



Heather is a partner in The Bonadio Group's Tax Division and heads the Tax Division operations in the Albany Office.

Heather's degrees in both accounting and law serve her especially well in serving the firm's clients. Her breadth of knowledge and expertise in the tax issues surrounding businesses and individuals makes her an integral part of our client service team. Because of the Firm's specialty in the construction industry, Heather has developed an expertise in construction and real estate taxation.

Heather received her B.S. in Accounting from the State University of New York at Oswego; her Masters of Accountancy from the University of South Florida; and her J.D. from Albany Law School. She is active in the community as a member of the Junior League of Schenectady and Saratoga Counties, board member of the Craig School PTO and Committee Chair of the Schenectady Youth Hockey Association. Her professional memberships include the New York State Bar Association, New York State Society of Certified Public Accountants, and the American Institute of Certified Public Accountants.





BUSINESS  
ADVISORS  
AND CPAS

June 9, 2023

Ms. Bobbi Matthews  
Purchasing Agent  
Albany International Airport  
737 Albany Shaker Road  
Main Terminal, Third Floor  
Albany, NY 12211-1057  
Email: [bmattthews@albanyairport.com](mailto:bmattthews@albanyairport.com)

Dear Ms. Matthews:

We would like to thank you for the opportunity to submit this proposal to continue providing auditing and other services required by the Albany County Airport Authority (the Authority).

Effective January 1, 2023, Marvin and Company, P.C. merged with the Firm Mengel Metzger Barr & Co. LLP forming one unified team, MMB + CO. Together we are excited to bring a deeper level of expertise to our client base throughout New York State.

As you know, MMB + CO has dedicated substantial resources toward meeting the needs of public authorities such as the Authority. Our understanding of public authorities, and specifically the Albany County Airport Authority, enhances our ability to meet the audit and other needs of management and the Authority Board.

**Contact Information:** Heather R. Lewis, CPA, Partner, [hlewis@mmb-co.com](mailto:hlewis@mmb-co.com)  
James E. Amell, CPA, Principal, [jamell@mmb-co.com](mailto:jamell@mmb-co.com)

MMB + CO  
11 British American Boulevard  
Latham, NY 12110-1405  
Telephone: 518-785-0134  
Fax: 518-785-0299

We trust that our proposal will provide all the information needed to facilitate the selection process. However, if you have questions related to the content of our proposal, please contact Heather or Jim at (518) 785-0134.

We are available to meet with the Authority to discuss our proposal.

We look forward to continuing to work with you and the Authority in a mutually rewarding relationship.

Yours truly,

Heather R. Lewis, CPA  
Partner

James E. Amell, CPA  
Principal



**ALBANY**  
INTERNATIONAL AIRPORT

Albany County Airport Authority  
Contract No. 23-1147-AUD

*Proposal to Provide Professional Auditing Services*

Submitted By

**MMB + CO**

11 British American Boulevard

Latham, NY 12110-1405

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Heather R. Lewis, CPA, Partner

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(Direct) 518-250-4601

**June 9, 2023**

The information or data on Exhibit D: Proposal F-2, Exhibit D: Proposal F-1 and related listing of partners, and Exhibit D: Proposal F-3 financial information and related limited financial disclosure, of this proposal, identified on the top thereof as "CONFIDENTIAL", contain financial, technical or other information which constitute trade secrets or such, if publicly disclosed, would result in substantial injury to our competitive position. We request that the Authority use such information only for the evaluation of this proposal but we understand that the Authority must comply with the provisions of the New York State Freedom Of Information Law (FOIL) and that public disclosure of the information contained in this proposal whether or not marked as "CONFIDENTIAL", and to make no claim for any damages as a result of any such disclosure by the Authority pursuant to FOIL.



**BUSINESS  
ADVISORS  
AND CPAS**

Albany County Airport Authority

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# Albany County Airport Authority

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## EXECUTIVE SUMMARY

MMB + CO is committed to assisting our clients with their audit, accounting and management advisory needs. We pride ourselves on the special relationships we develop with our clients and concentrate our service practice around working in concert with them to achieve their goals and objectives. We look forward to continuing our relationship with the Albany County Airport Authority and are confident that the following pages will illustrate our dedication to offering the Authority and all of our clients quality audit services.

## FIRM ORGANIZATION AND STRUCTURE

MMB + CO is a regional accounting firm that has the perfect mix of large-firm resources and small-firm attention to detail that is desired by organizations like the Albany County Airport Authority. We still value the same personalized service and commitment to our client relationships that has been a hallmark of our reputation since 1923. We service a wide range of school districts throughout New York State from our five offices located in Latham, Queensbury, Rochester, Canandaigua, and Elmira. Our organizational structure follows:

	<u>Total</u>
Partners	30
Principals	23
Director	1
Senior Managers	10
Mangers	13
Seniors	30
In-Charge	12
Associate II	12
Associate I	<u>17</u>
<b>Total</b>	<b><u>148</u></b>

The audit of the Authority will be staffed from our Latham, NY office.

## EXPERTISE

MMB + CO currently is the auditor for the Authority and other public authorities located in the Capital District. We are experienced in meeting the Authority's time lines for the completion of the annual audit. In addition, MMB + CO has a wide range of experience in dealing with accounting and auditing matters as they relate to other governments and their agencies in general. We also have a broad background in not-for-profit audits, single audits under the Uniform Guidance, commercial audits, commercial and tax compliance work.

## RESOURCE DEDICATION

The MMB + CO engagement team is comprised of trained, experienced professionals who are committed to providing service tailored to your needs. Our firm selects the engagement team with great care, ensuring that the staff chosen will have extensive experience servicing similar entities.

We differentiate our services by building a strong relationship with our clients based on our understanding of their needs and communication. Through our resource dedication, we work with our clients to respond timely and creatively manage their problems and opportunities.

## RESPONSIVENESS

Responsiveness and effective communication are crucial to an efficient engagement. With that in mind, MMB + CO strives to establish and maintain the lines of communication. We are an accessible, proactive firm that offers timely responses as well as targeted mailings and seminars that are designed to inform our clients regarding pertinent information or regulatory pronouncements.

# Albany County Airport Authority

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## **INDEPENDENCE**

MMB + CO is independent and will remain independent of the Authority as defined by U.S. generally accepted auditing standards and *Government Auditing Standards*. Each year our firm reviews our independence status with all clients by asking our professional and support staff to complete independence questionnaires. We have established quality control policies and procedures to deal with independence issues and potential conflicts of interest and continually assess our client relationships and public responsibility. We are not aware of any issues that would impair our independence or conflicts of interest between MMB + CO and the Authority.

## **LICENSURE**

MMB + CO is registered with the New York State Education Department Office of the Professions. We meet all requirements to practice in New York State. All professional staff who have met the qualifications to be licensed in New York State are in good standing. There has been no disciplinary action taken or pending against the firm or any member thereof.

## **CONTINUING PROFESSIONAL EDUCATION**

Our firm subscribes to an intensive program of targeted, industry-specific continuing professional education that updates the skills of our talented professionals so they can apply the latest industry developments in the specific areas that impact our clients. Our firm's continuing professional education program is geared to satisfy the standards of the AICPA, NYS and the Government Accounting Office for compliance with the Yellow Book and Uniform Guidance. Compliance with continuing professional education (CPE) requirements is monitored by MMB + CO's administrative staff. Individual compliance is reviewed semi-annually to ensure compliance with regulations.

## **PEER REVIEW/QUALITY CONTROL**

The growth and strength of our Firm has been and will continue to be based on delivery of the highest quality professional service. We devote substantial financial and human resources to assure the services we deliver to clients are done so in a cost effective and quality manner. We are members of the AICPA's Peer Review Program, which requires peer reviews to ensure compliance with stringent quality control standards set by the AICPA to foster quality performance. This process involves engaging an outside accounting firm to conduct a review of our internal procedures every three years. Each of our peer reviews, including our most recent peer review which was completed as required in September 2021, has resulted in a pass rating. (See Appendix I.) In addition, we conduct our own internal peer review annually.

## **CONTINUAL COMMUNICATION**

MMB + CO makes every attempt to communicate with clients throughout the year and encourages management to call us with questions as they arise. We consider periodic phone calls to be part of the audit planning process; phone calls or informal meetings do not result in additional charges unless additional services or research are required. We are a firm that is available when you need us!

## **RECORDS RETENTION**

Our firm has adopted a records retention policy of seven years. After seven years, our audit documentation and files will no longer be available. Physical deterioration or catastrophic events may shorten the time during which our records will be available.

## **AFFILIATED PROFESSIONAL ORGANIZATIONS**

MMB + CO is an independent member of the BDO Alliance USA, a national and international certified public accounting firm that services clients through more than 800 offices in more than 160 countries. This affiliation adds multi-dimensional capacity to MMB + CO in terms of accessible expertise in audit, accounting, and management advisory services.



# Albany County Airport Authority

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## **DIVERSITY (Affirmative Action Policy)**

MMB + CO provides Equal Employment Opportunity to all people in all aspects of employment practices without discrimination because of race, color, religion, citizenship, creed, national origin, ancestry, sex, gender, sexual orientation, marital status, age, genetic history, disability or veteran status.

MMB + CO is dedicated to providing women and minorities with opportunities and the means to develop and grow into leadership positions. As a Firm, we are substantially ahead of industry average as it relates to the number of female partners. Our female partners total 50% of our ownership group. Overall, the MMB team is comprised of approximately 53% individuals who are female and/or of color/minority.

## **COMMUNITY INVOLVEMENT**

Many of our partners and managers serve on the governing boards of not-for-profit organizations. Not only do we understand the importance of the business relationships we forge with these organizations, but we also believe in the importance of what they do. We understand that these vital organizations are facing difficult times. We believe in supporting the organizations with which we work. Whether it is through volunteer efforts or support for and attendance at their special events, MMB + CO makes it a point to support our clients. Some of the not-for-profit organizations that MMB + CO has supported in the past year include Addictions Care Center of Albany, Homeless And Travelers Aid Society of the Capital District, Mohonk Preserve, The Schenectady Foundation, New Horizons Resources, Inc., Albany Academies, Capital District YMCA, Gateway Community Industries, NYSARC, Inc. Schoharie County Chapter, Abilities First, Inc., Hope House, Equinox, St. Colman's Home, Unity House of Troy, Vanderheyden Hall and many more.

We are also long-time supporters of the Tech Valley Non-Profit Business Council (TVNBC) through the Capital Region Chamber. The TVNBC develops, coordinates and provides programs on a monthly or bi-monthly basis. The programs are centered on current topics relevant to local not-for-profit organizations. They include key speakers involved in many aspects of managing and developing the local not-for-profit sector, which includes giving individuals real work exposure to the issues that face their organizations. We think this is a vital resource in the Capital Region worthy of our support.

Internally we have a community services group that tracks events and solicits participation. We have participated in such events with the Regional Food Bank of Northeastern New York, Northern Rivers Holiday Gift Campaign, Equinox Thanksgiving Food Preparation, Habitat for Humanity, Junior Achievement and many others.

Whether from our direct support of our clients, indirectly through our support of regional organizations, or through volunteerism, we believe in supporting our not-for-profit clients.

## **MEMBERSHIPS**

MMB + CO is a member of the AICPA Government Audit Quality Center, AICPA Employee Benefit Plan Audit Quality Center, NYS Government Finance Officers Association (GFOA), the New York State School Boards Association (NYSSBA), and the New York State Association of School Business Officials (ASBO). Our partners are frequent presenters for many of these associations.

# Albany County Airport Authority

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## EXPERIENCE

Since our incorporation, we have experienced substantial growth and have maintained a position of dignity and responsibility in the Capital Region. Our size ranks us as one of the larger regional CPA firms. We currently maintain offices in Latham, Queensbury, Rochester, Canandaigua and Elmira and service clients throughout New York State. Even though we are considered a large firm, we feel that our location and staffing allow us to provide personal service to all of our clients. We are an experienced firm with young ideas, always attracting clients whose work we are capable of performing.

MMB + CO has a wide range of experience in dealing with accounting and auditing matters as they relate to governments and their agencies in general. We also have a broad background in entity-wide audits under the single audit concept.

## PARTNERS, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

One of the most important considerations to be undertaken by the Authority in its selection of an auditor is the ability of the firm to meet the Authority's audit requirements and provide technical guidance as necessary. We believe we have assembled a team of professionals who will continue to successfully meet your audit and technical needs. MMB + CO goes to great lengths to staff our organization with the most highly qualified accounting personnel in the profession.

We keep our staff current with the requirements of the Government Accounting Office (GAO) auditing standards, the Single Audit Act and Uniform Guidance. We have an extensive library available to our staff that includes federal and state laws, codes of rules and regulations and audit guides. Due to the significant number of governmental clients that we audit, most of our staff are required to meet the continuing education requirements established by the GAO. All engagement partners/principals, managers and senior accountants will have met those standards.

We are also familiar with the applicable regulations and laws of the United States General Accounting Office, the Federal Office of Management and Budget, the Federal Aviation Administration, the State of New York Department of Transportation and the County of Albany.

Members of the audit team have all attended special courses on governmental auditing and accounting within the last three years and meet all continuing education requirements of the GAO.

The following is a summary of the personnel who will be assigned to the engagement. We will ensure the quality of staff over the term of the agreement by assigning primary audit responsibility to only those individuals who are experienced in similar types of engagements and have met the governmental education requirements. We are committed to assigning the same personnel to this engagement for the entire term unless an event beyond our control prevents that.

<u>Name</u>	<u>Title</u>
James E. Amell, CPA	Engagement Principal
Heather R. Lewis, CPA*	Partner
Christopher J. Healy, CPA, CGFM*	Partner
Alan W. Clink, CPA*	Partner
Jennifer A. Menard	Assurance Manager
Peter Rooney, CPA	Senior Associate
John J. Unser, ITIL	Chief Information Officer

\*In accordance with public authorities law, the lead engagement partner must rotate at minimum, every 5 years. When rotation is required for the December 31, 2025 year-end audit, either Heather, Chris, or Alan would become the lead engagement partner.

# Albany County Airport Authority

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**James E. Amell, CPA, Principal,** would be the engagement principal. Jim is a Principal with over 40 years of experience in auditing governments, public authorities, not-for-profit organizations, and membership organizations. He would be responsible for the development of the audit program and supervision and review of the audits. Jim has worked with the Authority for the past three years. His experience and knowledge of the Authority is of special importance to the engagement. Jim will ensure that all work is performed timely and in accordance with applicable professional standards.

**Heather R. Lewis, CPA, Partner,** will be an additional partner contact. Heather has nearly 20 years of diversified public accounting experience with a significant emphasis in auditing and management consulting services in the not for profit industry, including audits performed in accordance with *Government Auditing Standards* and the Uniform Guidance. She will be responsible for the final quality control review and serve as an independent sounding board for the Authority should the need arise. Heather has previously served as engagement partner on the Authority's audit.

**Christopher J. Healy, CPA, CGFM, Partner-** Chris is a Partner with over 10 years of experience providing audit and consulting services to school districts, public authorities, and not-for-profit organizations. In addition to being a licensed CPA, Chris is a Certified Government Financial Manager (CGFM). He would be available to become the engagement partner when rotation is required. Chris has previously been the audit manager assigned to the Authority's audit.

**Alan Clink, CPA, Partner-** Alan is a Partner with over 20 years of experience in auditing governments, public authorities, not-for-profit organizations, membership organizations and employee benefit plans. In addition to being a licensed CPA, Alan is a member of the firm's Accounting and Auditing Executive Committee.

**Jennifer A. Menard, CPA, Assurance Manager-** Jen has over 6 years of experience in providing audit services. Jen will be responsible for the assignment, review and performance of day-to-day fieldwork, and supervision of associate staff during the audit.

**John. J. Unser, CISO, Chief Information Officer,** will assist in obtaining our understanding of the IT network and hardware. He will work with the appropriate individuals to gain an understanding of your computer information systems using a questionnaire. He will review the responses, assess control risk and provide suggestions for improvement.

Included in this proposal are resumes of each person named above who will be utilized in the performance of this contract. All persons are full-time employees of MMB + CO.

## PERTINENT CLIENT LIST

A partial listing of clients we provide or have recently provided auditing and tax services to follows:

### Public Authorities

Albany County Airport Authority  
Clifton Park Water Authority

Livingston County Water and Sewer Authority  
Wayne County Water and Sewer Authority

### Governmental Entities

Albany Public Library  
Averill Park Central School District  
Bethlehem Central School District  
Bethlehem Public Library  
Cambridge Central School District  
Capital District Regional Planning Commission  
Coxsackie Athens Central School District  
Elsmere Fire District  
Gloversville Enlarged School District  
Greater Glens Falls Transit System  
Hudson Falls Central School District  
Hyde Park Central School District  
Middleburgh Central School District

NYS Thoroughbred Breeding and Development Fund  
Niskayuna Central School District  
Ravena Coeymans Selkirk Central School District  
Saratoga Springs Central School District  
Saratoga Springs Public Library  
Schalmont Central School District  
Schodack Central School District  
Town of Bolton Local Development Corp  
Town of Duanesburg  
Town of Guilderland IDA  
Wells Central School District  
Westmere Fire District

## Albany County Airport Authority

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The following is some more detail on some of the governmental authorities we have served:

### **Albany County Airport Authority - Administration Building, Suite 204, Albany, NY 12211-1057**

**Scope of Work** - Our audit work included the following:

- A report on the compliance and on internal control over financial reporting based on the audit of the financial statements in accordance with *Government Auditing Standards*.
- An *in-relation-to* report on schedule of expenditures of Federal Awards and the schedule of Passenger Facility Charges collected and expended.
- A report on compliance with requirements applicable to the major federal programs and on internal control over compliance in accordance with Uniform Guidance.
- A report on compliance with specific requirements applicable to the Passenger Facility Charge program.
- A report on compliance with the Authority's investment guidelines.
- A report on the internal control used in administering the Passenger Facility Charge program.
- A report on compliance for the New York State Department of Transportation Financial Assistance Program and on internal control over compliance required by New York State Codification of Rules and Regulations.
- A schedule of findings and questioned costs.
- A report on the fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles for the OPEB Trust.
- A report on agreed upon procedures for the Customer Facility Charges.

**Date** – Period ended December 31 audits performed April 1994 to April 2001 and March 2008 to March 2017

**Engagement Directors Throughout the Term** – Kevin McCoy, CPA/James Amell, CPA/Heather Lewis, CPA

**Total Hours** - Approximately 275-300 hours per period

**Contact Person** – Michael Zonsius, Chief Financial Officer

**Phone** - (518) 242-2204

**Conflict of Interest** – None

### **Clifton Park Water Authority - 661 Clifton Park Center Road, Clifton Park, NY 12065**

**Scope of Work** - Our audit work included the following:

- A report on the fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.
- A report on the compliance and on internal control over financial reporting based on the audit of the financial statements in accordance with *Government Auditing Standards*.
- A report on compliance with requirements included in the financial statements of Section 2925 (3)(f) of New York State Public Authorities Law.

**Date** – Period ended December 31 audits performed 2009 to 2022

**Engagement Partner** – Heather R. Lewis, CPA

**Total Hours** – Approximately 250 hours per period

**Contact Person** – Donald J. Austin, Administrator

(518) 383-1122

**Conflict of Interest** –None

# Albany County Airport Authority

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## WORK PLAN AND AUDIT APPROACH

### Services

We will provide annual audit services and other agreed upon procedures for the year ending December 31 of each year beginning with December 31, 2023, with the option of auditing the Authority's financial statements for the four (4) subsequent fiscal years.

- An audit of the Authority's annual financial statements for the year ending December 31, 2023, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles in the US.
- Perform certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.
- Provide an "in-relation-to" report on the Schedule of Federal Financial Assistance and the Schedule of Passenger Facility Charges collected and expended based on the auditing procedures applied during the audit of the financial statements.
- The audit and other agreed upon procedures will be performed in accordance with generally accepted auditing standards and attestation standards set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the U.S. Federal Aviation Administration's Passenger Facility Charge Program Audit Compliance Guide and the NYS Department of Transportation Single Audit Requirements.
- A report on the internal controls over financial reporting based and on compliance and other matters based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
- A report on compliance with requirements applicable to each major federal program and on internal controls over compliance required by the Uniform Guidance.
- A report on compliance with requirements applicable to the Passenger Facility Charge Program and on internal control over compliance.
- Schedules of findings and questioned costs for the major Federal Award Programs and the Passenger Facility Charge Program.
- A report required by the NYS Department of Transportation on compliance with requirements applicable to State Transportation assistance expended and on internal control over compliance.
- A report on compliance with the Authority's investment guidelines.
- In the required report(s) on internal controls, we shall communicate any material weakness found during the audit. A material weakness shall be defined as a significant deficiency, or combination of significant deficiencies in the design or operation of the internal control structure, that could result in more than a remote likelihood that a material misstatement of the financial statement will not be prevented or detected by the Authority's internal controls.
- The reports on compliance shall include all instances of noncompliance, irregularities and illegal acts. We shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which we become aware.
- If requested by the fiscal advisor, counsel, and/or the underwriter, issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters".
- A report on the fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles for the OPEB Trust.
- A report on agreed upon procedures for the Customer Facility Charges

# Albany County Airport Authority

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In addition, we will provide the following to the Audit Committee:

- Required communication to those charged with governance, which includes: the auditor's responsibility under generally accepted auditing standards, significant accounting policies, management judgements and accounting estimates, significant audit adjustments, disagreements with management, management consultation with other accountants, major issues discussed with management prior to retention and difficulties encountered in performing the audit.
- Attendance at an Audit Committee meeting to discuss the scope of the audit.
- Attendance at the Audit Committee and Board of Directors meetings to present our final reports.

## Audit Approach

MMB + CO will approach this engagement as we approach all audit engagements; based on risk assessments related to the Authority. Our audit planning and audit procedures are designed based on those risk assessments. During all phases of the engagement, communication between MMB + CO and the Authority will lead to an effective and efficient audit process.

Based on our prior experience with the Authority and our present understanding of current operations, our approach to the audit would be similar to prior engagements as outlined below:

The audit, in accordance with *Government Auditing Standards*, will include reports on the study and evaluation of the internal controls over financial reporting and compliance with laws and regulations that could have a direct and material effect on the Authority's financial statements.

The standards applicable to this contract require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the program's financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation.

Our typical approach used to gain an understanding of internal controls is to provide a brief questionnaire to be completed by individuals responsible for processing transactions, meet with finance department staff to clarify our understanding, and then prepare flow charts. We would then identify potential weakness and discuss possible compensating controls with the Chief Financial Officer. Any areas material to the financial statements where control risk cannot be assessed as "low" or "moderate" will be subject to additional testing. We would perform this work, along with transaction testing, prior to year-end.

General computer controls are evaluated and assessed by our IT manager in conjunction with your IT staff. Application controls, if any, are reviewed and tested by our audit staff alongside your staff.

We use non-statistical sampling methods to select transactions for testing. Sample sizes, however are based on statistical calculations. We will select sufficient transactions to support reliance on internal control if we assess control risk below maximum. Sample sizes for payroll and disbursements tests will be 40 each, assuming control risk may be assessed as "low" in these areas. If this is not the case, then we will increase sample sizes to 60. We stratify the population to test those transactions that are individually significant for the purpose of tests of account balances. When possible, we use data extraction software (*IDEA*) to analyze data files and select samples. This would require you to provide us with electronic copies of cash disbursement, purchases and other data files.

## Single Audit/Uniform Guidance

In addition, many of our government and not-for-profit clients are subject to the single audit act due to funding received directly or indirectly from Federal agencies, such as the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, the U.S. Department of Education, the U.S. Department of Housing and Urban Development and the U.S. Department of Transportation. We understand how to identify the key compliance requirements, leverage our procedures and focus our audit attention on the key requirements of the Uniform Guidance.

# Albany County Airport Authority

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Procedures for determining applicable laws and regulations that would be tested include review of the Authority's origination documents, applicable state and local law (including public authority law), certain contractual agreements, pronouncements of state and federal agencies including the Office of Management and Budget and the Federal Aviation Administration, NYS Department of Transportation, and applicable guidance from the AICPA and similar organizations. Compliance with applicable laws and regulations will be tested through various methods including tests of transactions selected judgmentally.

At the conclusion of fieldwork, we will hold an exit conference with the Chief Financial Officer to update him on the status of the audit and any items still needed from the Authority to complete the engagement.

## **Review and Completion**

Upon completion of the audit work and our firm's internal review process, we will deliver a draft copy of our reports to the Chief Financial Officer and attend a meeting with the Audit Committee to discuss the reports. After Authority approval, we will finalize our reports.

## **Risk Assessments (Identifying High Risk)**

Under professional standards, an auditor plans the audit to obtain reasonable assurance of detecting misstatements that, in our judgment, could have a material effect on the financial statements taken as a whole. Audit risk is the risk that an auditor may unknowingly fail to modify the opinion on financial statements that are materially misstated. High risk areas would be in areas where the inability to detect material misstatements would be the greatest. Risk assessment is fundamental to the audit process, and we approach the risk assessment process from several perspectives. First we talk to management. (Our involvement doesn't stop with the finance department.) We pride ourselves on obtaining an understanding of the risks that face your organization from a wide range of internal sources. We also consider the concerns of management and those charged with governance. We always try to incorporate those concerns into our audit design. We will obtain an understanding of your organization and its environment, including internal control, to identify areas where there is an increased risk of material misstatement of the financial statements. This phase will include interviews of management, those charged with governance and key personnel involved in the processes and walkthroughs of specific transaction cycles. Every member of the engagement team will meet to have a "brainstorming" session specific to the Authority prior to final fieldwork. We then plan our audit procedures with the organization's specific risks in mind. As the engagement progresses we maintain a focus on risks that may arise outside of our initial assessment and adjust our procedures and make recommendations accordingly.

## **Audit Planning and Preliminary Work**

The most important stage of any engagement happens before any fieldwork takes place. At MMB + CO, we believe that proper planning is critical to the success of the engagement. Our goal as your auditor is to make sure that your audit is efficient and cost-effective. In order to accomplish this, we will meet with your key personnel to provide a framework for the audit. This extensive planning includes:

- Studying and evaluating your system of internal control
- Anticipating any issues that might arise prior to the start of the audit
- Answering questions regarding accounting issues that your staff may have
- Performing a risk assessment to help focus the audit effort
- Outlining the responsibilities of your organization in assisting us with the audit
- Develop an audit approach with an emphasis on areas of your concern
- Incorporating and evaluating relevant compliance with laws and regulations

## Albany County Airport Authority

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We will begin our planning for the Authority during December when convenient for your staff. We will develop a specific timeline relative to the deliverables for the specific areas of concentration for audit fieldwork. We will also provide you with a prepared by client checklist of items based on our planning. We will perform control tests over cash disbursements and parking revenue in order to place reliance on your system of internal control to promote efficiency in the audit process.

Because of our extensive knowledge of the Authority, its operations, and control structures, our focus would be on any significant changes to policies or procedures. We would not need to spend significant time “getting to know you”. This will allow for a streamlined audit process, focusing on the areas of risk rather than general knowledge.

### **Final Fieldwork**

The Authority’s final audit fieldwork will be conducted during late-January to mid-February after the year-end accounting records have been completed and finalized by management. Audit procedures during this phase of the audit process will include primary substantive procedures consisting of tests of details and substantive analytical procedures. Our tests will include examination of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of receivables, investments as well as certain other assets and liabilities by correspondence with selected creditors and financial institutions.

### **Audit Technologies**

We utilize a “paperless audit” software system developed by ProSystem fx Engagement in performing and documenting our audit procedures. If possible, we will use data extraction software (IDEA) to evaluate information and to assist us in highlighting audit areas and assist in stratifying voluminous transactions. During all stages of our audit process, MMB + CO incorporates automated audit tools to provide you with timely information and effective and efficient audits. MMB + CO utilizes a third party practice aid to prepare an audit approach specifically tailored to your organization utilizing a risk-based audit methodology. We also provide clients with a secure data portal on our website allowing for efficient transfer of electronic data between our firm and your organization.

### **Information Technology Services**

In addition to traditional accounting, audit and tax services, MMB + CO offers a variety of Information Technology (IT) services. Whether you need assistance with IT related staff training, developing policies and procedures or securing your network, our team is here to meet your needs.

Some of the IT services performed by MMB + CO include internal and external network mapping, internal and external vulnerability testing, phishing tests, email spoofing and Wi-Fi security auditing.

### **Control of Audit Effort**

MMB + CO is acutely aware of the importance attached to an engagement that is adequately supervised and reviewed. Whether in your office or ours, MMB + CO supervisors, managers and partners will review our fieldwork product timely. Whether we are performing a preliminary evaluation of a new accounting pronouncement or client reporting matter in the planning stage or the final review of financial statement “audit documentation,” we will not release our report without the proper level of review as prescribed by the firm’s Quality Control Document. The proper functioning of this document has been tested during our peer review, as well as through 100 years of practice. We believe that it is important to maintain this oversight so that questions or issues encountered by our professional staff can be addressed before a final communication is provided to your organization. Over the term of our engagement as the Authority’s auditors, we have ensured finalization of the reports by the Authority’s deadline.



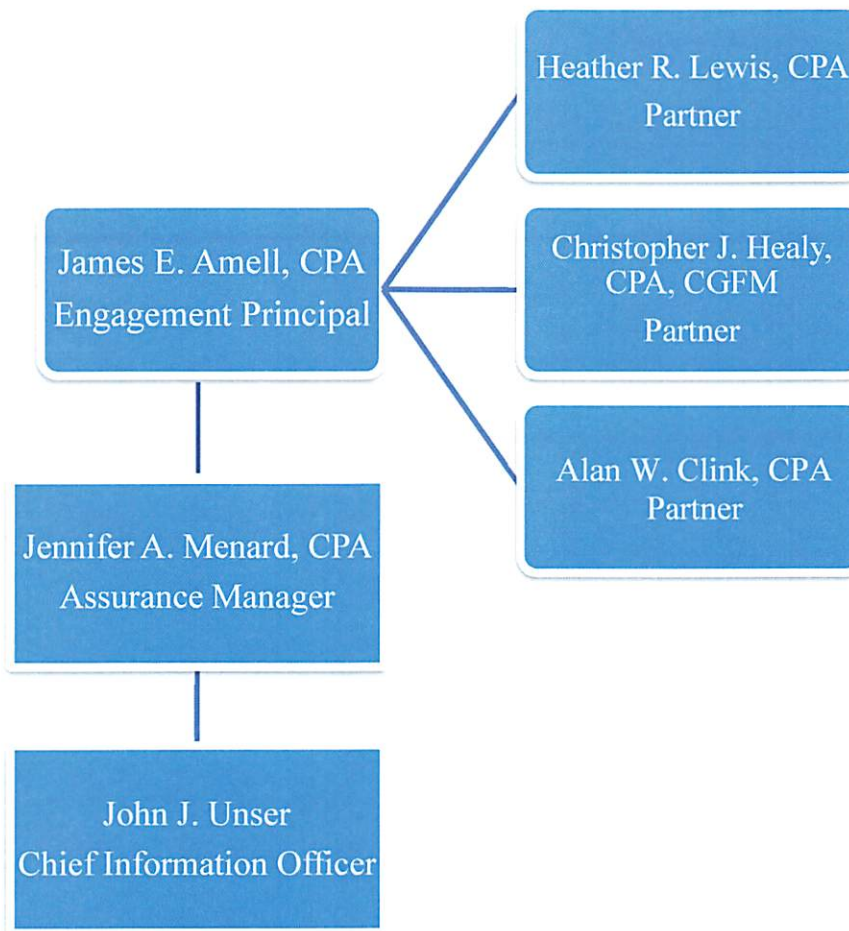
# Albany County Airport Authority

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## Assistance by Your Personnel

MMB + CO believes in utilizing the work of client staff to the fullest extent possible to minimize your costs. We will provide your personnel with a list of schedules to be completed for each phase of fieldwork. In most cases these will be the same schedules you prepare to support your financial statements and complete your month end close. These lists will be provided well in advance to allow time for adequate completion. We will also need access to various personnel during the audit to help us gain an understanding of your internal control processes and verify their implementation. We approach client assistance from the perspective of maximizing your knowledge and ability to reduce audit costs, while at the same time minimizing the burden on you and your staff.

## Organizational Chart Specific to Albany County Airport Authority



## Albany County Airport Authority

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### *Fees*

Total Estimated Fee for 2023 engagement: \$ 55,500

Total fee estimate for the following engagements:

2024		\$ 58,275
2025		\$ 61,250
2026		\$ 64,250
2027		\$ 67,500

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES  
FOR THE AUDIT OF THE 2023 FINANCIAL STATEMENTS  
AND OTHER SERVICES OUTLINED IN THIS PROPOSAL**

	Hours	Standard Hourly Rates	Total
Partner/Principal	45	\$300 - \$350	\$ 15,750
Manager	85	\$125 - \$275	\$ 16,000
Senior	120	\$ 80 - \$125	\$ 13,750
Staff	120	\$ 60 - \$ 80	<u>\$ 10,000</u>
 Subtotal			 <u>\$ 55,500</u>
 <b>Total all-inclusive estimated fee for the 2023 audit</b>			 <u><b>\$55,500</b></u>

The fees quoted above include comfort letters as requested by the Authority.

#### **Rates for Additional Professional Services**

Any additional services or special projects agreed to between the Authority and MMB + CO would be billed at our standard hourly rates, which would be effective for the 2023 audit.

Partner/Principal	\$300 - \$350
Manager	\$125 - \$275
Senior	\$ 80 - \$125
Staff	\$ 60 - \$ 80

\*These rates are typically updated annually on October 1.

## Biographies

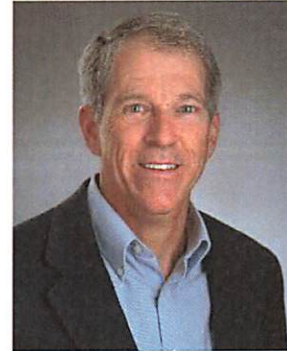
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***James E. Amell, CPA***  
***Principal***

***EMPLOYMENT***

July 1981 - Present

MMB + CO  
Principal



***EDUCATION***

Siena College  
BBA in Accounting, Cum Laude, 1981

***CERTIFICATION***

Date: November 1983  
State: New York  
Number: 48254

***EXPERIENCE***

More than 40 years of experience in auditing, accounting, tax and management advisory services for school district, government and business organizations, including:

Albany County Airport Authority  
Averill Park Central School District  
Chatham Central School District  
Coxsackie-Athens Central School District  
Glens Falls City School District  
Niskayuna Central School District  
Queensbury Central School District  
Ravena Coeymans Selkirk Central School District  
Saratoga Springs City School District  
Schalmont Central School District  
Schoharie Central School District  
Voorheesville Central School District  
Wells Central School District

***MEMBERSHIPS***

Member American Institute of Certified Public Accountants  
Member New York State Society of Certified Public Accountants  
Member NYS Association of School Business Officials  
Member Northeast Subcontractors Association  
President Scotia Rotary Club 2002-03  
Treasurer Glens Falls Symphony  
Finance Committee Chair Rotary District 7190  
Trustee and Treasurer The Hyde Museum  
Member Siena College Alumni Association  
Member Adirondack Mountain Club

## Biographies

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**Heather R. Lewis, CPA**  
**Partner**

**EMPLOYMENT**

June 2002 - Present

MMB + CO  
Partner

**EDUCATION**

Siena College

BS in Accounting, May 2002

**CERTIFICATION**

Date: July 13, 2004

State: New York

Number: 091102



**EXPERIENCE**

Over 20 years' experience providing accounting, auditing and consulting services to various entities including school districts and governmental organizations. Some of the governmental entities that Heather has been involved with include:

Albany County Airport Authority  
Saratoga Springs City School District  
Cobleskill-Richmondville Central School District  
Schodack Central School District  
Queensbury Union Free School District  
North Colonie Central School District  
Schalmont Central School District  
Ravena-Coeymans-Selkirk Central School District  
Coxsackie-Athens Central School District  
Averill Park Central School District  
Stillwater Central School District  
Cohoes City School District  
Hoosic Valley Central School District  
Waterford-Halfmoon UFS

Green Island UFSD  
Mechanicville City School District  
Enlarged City School District of Troy  
Lansingburgh Central School District  
Schoharie Central School District  
Gloversville Enlarged School District  
Elsmere Fire District  
Clifton Park Water Authority  
Niskayuna Central School District  
Hyde Park Central School District  
Berlin Central School District  
City School District of Albany  
Bethlehem Central School District

**MEMBERSHIPS**

Member American Institute of Certified Public Accountants (AICPA)  
Member New York State Society of Certified Public Accountants  
Member AICPA Government Audit Quality Center  
Member NYS Association of School Business Officials  
Member GFOA

**CONTINUING PROFESSIONAL EDUCATION**

Financial Management, Accounting and Auditing presented by ASBO (3 days in past 3 years)  
Annual School District Specific In-house Training (4 days in past 3 years)  
Yellow Book (7 hours)  
Government Accounting and Auditing Conference (2 days)  
Internal Control and Risk Assessment Standards (5.5 days in past 3 years)  
General Accounting and Auditing Updates (6.5 days in past 3 years)  
Annual Government Audit Quality Center Update (6 hours)  
Single Audit/Uniform Guidance (15 hours)

## Biographies

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*Alan W. Clink, CPA*  
*Partner*

**EMPLOYMENT**

October 2005 - Present	MMB + CO Partner
2001 – October 2005	Piaker & Lyons, P.C., Norwich, NY Staff Accountant
1998 – 2001	Procter & Gamble, Norwich, NY Accountant



**EDUCATION**

Hartwick College, Oneonta, NY  
BS in Accounting, May 1998, Magna cum laude

**CERTIFICATION**

Date: August 31, 2005  
State: New York  
Number: 092818

**EXPERIENCE**

Provides accounting and auditing services to various entities including membership organizations, not-for-profit organizations, manufacturers, health care organizations, local unions, employee benefit plans and HUD audits. Some of the organizations Alan has been involved with include:

The Adirondack Council, Inc.  
Center for Economic Growth, Inc.  
The Children's Home of Kingston, Inc.  
Habitat for Humanity Capital District, Inc.  
New Horizons Resources, Inc.  
New York State Public Employees Federation  
New York State School Boards Association  
New York State Municipal Workers' Compensation Alliance  
New York State Statewide Workers' Compensation Trust  
Northern Rivers Family Services, Inc.  
Northeast Parent & Child Society, Inc.  
Parsons Child and Family Center  
School 10, A Project of TAP, Inc.  
TAP, Inc.

**OTHER ACTIVITIES**

Member, American Institute of Certified Public Accountants  
Member, New York State Society of Certified Public Accountants  
Former Treasurer, Board of Directors, United Way of New York State

## Biographies

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***Jennifer A. Menard, CPA***  
***Assurance Manager***



***EMPLOYMENT***

January 2016 - Present

MMB + CO  
Assurance Manager

***EDUCATION***

University of Phoenix, Phoenix AZ  
MSA, Accounting, October 2015  
BS, Accounting, August 2012

***CERTIFICATION***

Date: February 10, 2021

State: New York

Number: 135268

***EXPERIENCE***

Experience working with a variety of clients including not-for-profit, small businesses and schools. Some of the entities Jennifer has been involved with include:

Averill Park Central School District  
Cohoes City School District  
Gloversville Enlarged School District  
Hyde Park Central School District  
Mechanicville City School District  
Melrose Fire District  
New York State Thoroughbred Breeding and Development Fund  
Saratoga Springs Public Library  
Saratoga Springs City School District  
Schoharie Central School District  
Town of Guilderland  
Westmere Fire District

***MEMBERSHIP ACTIVITIES***

Treasurer, Board of Directors, the United Tenants of Albany, Inc. (Feb. 2021 – Dec. 2021)  
Member, American Institute of Certified Public Accountants (AICPA)  
Member, National Society of Leadership and Success  
Member, New York State Society of Certified Public Accountants

***CONTINUING PROFESSIONAL EDUCATION***

Financial Management, Accounting and Auditing presented by ASBO (3 days in past 3 years)  
Annual School District Specific In-house Training (3 days in past 3 years)  
Annual Government Audit Quality Center Update (3 hours in past 3 years)  
General Accounting and Auditing Updates (5.5 days in past 3 years)  
Internal Control and Risk Assessment Standards (6 days in past 3 years)  
Single Audit/Uniform Guidance (3 hours in the past 3 years)

## Biographies

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**John J. Unser, CISO**  
**Chief Information Officer**

CISO, A+, iNet+, Network+, Security+, CIW, MCP, QUALYS, ECVT, ITIL, CLOUDF

**EMPLOYMENT**

August 2004 - Present                      MMB + CO  
Chief Information Officer

**EDUCATION**

BS From State University of New York at Cortland - Cortland, New York

- Concentration: Computer Administration, Graphic Arts
- Minors: Computer Science, Programming

**Technical \ Jobsite Training** - Albany, New York

- CE227: Professional Coding Overview
- Completed QUALYS Vulnerability Management Training
- Completed Certified Ethical Hacker Training
- Completed Exchange 2007 Training
- Completed Penetration Testing Specialist Training
- Completed 2273- Managing and Maintaining a MS 2003 Environment
- Completed Managing and Maintaining a 2008 Server Environment
- Completed Windows 7 Training
- Completed VMWare, VSphere, Veeam Training
- Completed ITIL Foundation in IT Service Management

**CERTIFICATIONS** - Albany, New York

- A+ Certified Professional
- Network+ Certified Professional
- i-Net+ Certified Professional
- CIW Certified
- Microsoft Certified Professional
- QUALYS Certified Specialist
- Certified Virtualization Technician
- ITIL
- CLOUDF

**EXPERIENCE** - MMB + CO P.C, Latham, New York

- Specialize in Security Auditing and Compliance Testing for client base
- Configure and maintain remote workforce (Citrix and RDS)
- Create and maintain company websites and intranet sites
- Administer HelpDesk server for ticket tracking, software licensing, and asset management
- System Administrator for Microsoft Exchange Server and Active Directory
- Perform patch management for proprietary software as well as Microsoft (WSUS server)
- Create and update IT budget on a yearly basis
- Create policies in regard to user environment, disaster recovery, server management, system design, and upgrade procedures
- Manage Microsoft Exchange Server with MIMESweeper spam filter software
- Responsible for phone operations and voicemail systems
- Responsible for research, acquisition, and configuration of all network and server hardware
- Verify and manage data backups for multi-server environment
- Manage Virtualized environment utilizing VMWare, VSphere, and Veeam
- Manage Meraki MX60, MX80 and multiple Z1 appliance



# Peer Review Report

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CERTIFIED PUBLIC ACCOUNTANTS  
CHATTANOOGA | MEMPHIS

## Report on the Firm's System of Quality Control

September 17, 2021

To The Partners of Mengel, Metzger, Barr & Co., LLP and the National Peer Review Committee of the AICPA.

We have reviewed the system of quality control for the accounting and auditing practice of Mengel, Metzger, Barr & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System review as described in the standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mengel, Metzger, Barr & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. Mengel, Metzger, Barr & Co., LLP has received a peer review rating of *pass*.

*A Henderson Hutcherson  
& McCullough, PLLC*

1200 Market Street, Chattanooga, TN 37402 | T 423.756.7771 | F 423.265.8125

AN INDEPENDENT MEMBER OF THE BDO ALLIANCE USA



**Exhibit D: Proposal A**

**PROPOSAL ACKNOWLEDGMENT FORM**

The proposers acknowledge that he/she has carefully examined the RFP, the attached Agreement draft and the proposed location/s for his/her proposed operation/s.

The proposer warrants that if proposal is accepted, he/she will contract with the Albany County Albany Authority the form of an Agreement substantially in the form attached and comply with the requirements of the RFP and the executed Agreement. Proposer agrees to deliver an executed Agreement to the Albany County Airport Authority within fourteen (14) calendar days of receiving the tendered Agreement from the Authority.

I, the undersigned, guarantee our proposal meets or exceeds specifications contained in the RFP document. Any exceptions are described in detail and all requested information has been submitted as requested.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFP. Our firm will comply with all provisions and conditions as specified, unless specifically noted as an exception with our Proposal.

I also affirm that I am duly authorized to execute the Agreement contemplated herein; that this company, corporation, firm, partnership, or individual has not prepared this Proposal in collusion with any other proposer and that the contents of this proposal as to rent, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other proposer or to any other person/s engaged in this type of business prior to the official opening of the proposal.

Name of Proposer: Mengel Metzger Barr & Co. LLP

Signature of Authorized Person: 

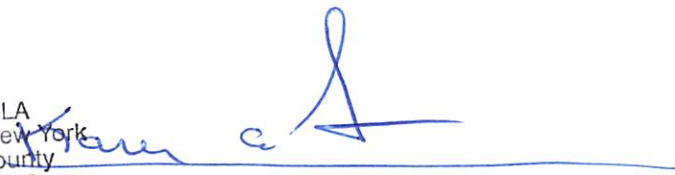
Title: Partner

Business Address of Proposer: 11 British American Boulevard Latham, NY 12110-0134

Business Phone Number: (518) 785-0134

Date: June 8, 2023

Subscribed and sworn to before me this 8th day of June, 2023.

  
KAREN A. FUMAROLA  
Notary Public, State of New York  
Qualified in Albany County  
Reg. No. 01FU6119195  
Commission Expires Dec. 27, 2024

**Exhibit D: Proposal B**

**NON-COLLUSION AFFIDAVIT**

Authorized officer: Bidder's proposal containing statements, letters, etc., shall be signed in the proposal by a duly authorized officer of the company whose signature is binding on the proposal.

The undersigned offers and agrees to furnish all of the items/services upon which qualifications are stated in the accompanying proposal. The period of acceptance of this proposal will be \_\_\_\_\_ calendar days from the date of the bid opening. (Period of acceptance will be forty-five (45) calendar days unless otherwise indicated by proponent).

STATE OF New York COUNTY OF Albany

BEFORE ME, the undersigned authority, a Notary Public in and for the State of NY on this day personally appeared \_\_\_\_\_ who after being by me duly sworn did depose and say: I, Heather Lewis am a duly authorized officer of/agent for Mengel Metzger Barr & Co. LLP and have been duly authorized to execute the foregoing on behalf of the said .

I hereby certify that the foregoing offer has not been prepared in collusion with any other proponent or other person or persons engaged in the same line of business prior to the official opening of this proposal. Further, I certify that the proponent is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the type of services/commodities offered, or to influence any person or persons to offer or not to offer thereon.

By submission of this proposal, each proponent and each person signing on behalf of any proponent certifies and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of his knowledge and belief:


- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proponent or with any competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proponent and will not knowingly be disclosed by the proponent prior to the opening, directly or indirectly to any other proponent or to any competitor; and,
- C. No attempt has been made or will be made by the proponent to induce any other

person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

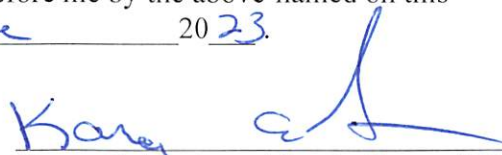
Name and Address of Proponent: Mengel Metzger Barr & Co. LLP

11 British American Boulevard Latham, NY 12110-0134

Telephone and Fax Numbers: (T) (518) 785-0134 (F) (518) 785-0299

By:  Name & Title Heather Lewis, CPA - Partner  
Signature

SUBSCRIBED AND SWORN to before me by the above-named on this  
8th day of June 2023.

  
Notary Public in and for the State of NY

KAREN A. FUMAROLA  
Notary Public, State of New York  
Qualified in Albany County  
Reg. No. 01FU6119195  
Commission Expires Dec. 27, 2024

**Exhibit D: Proposal C**

**Offerer Disclosure of Prior Non-Responsibility Determinations**

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Mengel Metzger Barr & Co. LLP

Address: 11 British American Boulevard

Latham, NY 12110-0134

Name and Title of Person Submitting this Form:

Heather Lewis, CPA - Partner

Contract Procurement Number: 23-1147-AUD

Date:

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity:

Date of Finding of Non-responsibility:

Basis of Finding of Non-Responsibility:

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary)

Offerer certifies that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: HL \_\_\_\_\_ Date: 6/8/23 \_\_\_\_\_  
Signature

Name: Heather Lewis, CPA

Title: Partner

**Exhibit D: Proposal D**

**OBTAINED REQUEST FOR BID AFFIDAVIT**

I, being an authorized representative of the named organization / company, certify that I obtained the request for bid documents from the Albany County Airport Authority Purchasing Office. I understand that no bid shall be considered unless the organization making this bid has first obtained a copy of this Request for Bid from the Albany County Airport Authority Purchasing Office.

  
Signature Agent

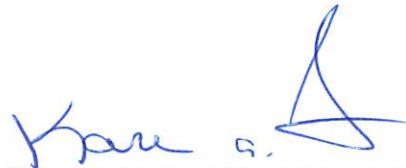
Print or Type Name: Heather R. Lewis

Address 11 British American Boulevard

Latham, NY 12110-0134

Phone: (518) 785-0134

SUBSCRIBED AND SWORN to before me by the above named on this 8th  
day of June, 2023.

  
Notary Public in and for  
State of New York

KAREN A. FUMAROLA  
Notary Public, State of New York  
Qualified in Albany County  
Reg. No. 01FU6119195  
Commission Expires Dec. 27, 2024

**Exhibit D: Proposal E**

**INSURANCE REQUIREMENT AFFIDAVIT**

To be completed by appropriate insurance agent:

I, the undersigned agent, certify that the insurance requirements contained in this proposal document have been reviewed by me with the below identified offerer. If the below identified offerer is awarded this contract by Albany County Airport Authority, I will be able, within ten (10 days after offerer is notified of such award, to furnish a valid insurance certificate to the Airport meeting all of the requirements contained in this contract.

Agent: Jerome A. Dobson Jr Signature Jerome A. Dobson Jr Agent

Name of Insurance Carriers: Trumbull Insurance Company

Address of Agency: 255 East Avenue  
Rochester NY 14604

Phone Number Where Agent May Be Contacted: 585-473-8000

Offerer's Name (Print or Type) Susan Carey

SUBSCRIBED AND SWORN to before me by the above named on this 22  
day of May, 2023.

Susan M. Carey  
Notary Public in and for  
State of New York

Susan M. Carey  
Notary Public, State of New York  
Reg. No. 01CA6043329  
Qualified in Monroe County  
Commission Expires: 06/12/20 26

CONFIDENTIAL

Exhibit D: Proposal F-2

PARTNERSHIP STATEMENT

IF A PARTNERSHIP, answer the following:

- 1. Date of Organization? 1975
- 2. General Partnership \_\_\_\_\_ Limited Partnership X
- 3. Partnership Agreement Recorded? X Yes \_\_\_\_\_ No

Date: See attached

Book: See attached

Page: See attached

County: See attached

- 4. Has the Partnership done business in New York?  
Yes X No \_\_\_\_\_ When? \_\_\_\_\_

5. Name, address, and partnership share of each general or limited partner:

Name	Address	Percent Of Share	General Limited Partner
1. <u>See attachment</u>	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____



# Department of State Division of Corporations

## Entity Information

[Return to Results](#)

[Return to Search](#)

### Entity Details

<b>ENTITY NAME:</b> MENGEL, METZGER, BARR & CO. LLP	<b>DOS ID:</b> 1865068
<b>FOREIGN LEGAL NAME:</b>	<b>FICTITIOUS NAME:</b>
<b>ENTITY TYPE:</b> DOMESTIC REGISTERED LIMITED LIABILITY PARTNERSHIP	<b>DURATION DATE/LATEST DATE OF DISSOLUTION:</b>
<b>SECTION OF LAW:</b> 1500A RLLP - PARTNERSHIP LAW	<b>ENTITY STATUS:</b> ACTIVE
<b>DATE OF INITIAL DOS FILING:</b> 11/03/1994	<b>REASON FOR STATUS:</b>
<b>EFFECTIVE DATE INITIAL FILING:</b> 11/03/1994	<b>INACTIVE DATE:</b>
<b>FOREIGN FORMATION DATE:</b>	<b>STATEMENT STATUS:</b> CURRENT
<b>COUNTY:</b> BLANK	<b>NEXT STATEMENT DUE DATE:</b> 11/30/2024
<b>JURISDICTION:</b> NEW YORK, UNITED STATES	<b>NFP CATEGORY:</b>

[ENTITY DISPLAY](#)
[NAME HISTORY](#)
[FILING HISTORY](#)
[SUPPORT HISTORY](#)
[REGISTERED NAME HISTORY](#)

#### Service of Process on the Secretary of State as Agent

The Post Office address to which the Secretary of State shall mail a copy of any process against the corporation served upon the Secretary of State by personal delivery:

**Name:** THE PARTNERSHIP

**Address:** 100 CHESTNUT STREET, SUITE 1200, ROCHESTER, NY, UNITED STATES, 14604

**Electronic Service of Process on the Secretary of State as agent:** Not Permitted

#### Chief Executive Officer's Name and Address

**Name:**

**Address:**

#### Principal Executive Office Address

**Address:** 100 CHESTNUT STREET, SUITE 1200, ROCHESTER, NY, UNITED STATES, 14604

#### Registered Agent Name and Address

**Name:**

**Address:**

#### Entity Primary Location Name and Address

**Name:**

**Address:**

CONFIDENTIAL

Exhibit D: Proposal F-3

ALL PROPOSALS - FINANCIAL INFORMATION

A. Financial Statements

1. Proponents shall attached a Balance Sheet and Income Statement prepared in accordance with Generally Accepted Accounting Principles (GAAP) for the most current year-to-date period, together with a copy of the Proponent's most recent fiscal year Financial Statements, audited by a Certified Public Accountant, including the auditor's opinion thereon. See attachment

B. Surety Information

1. Have you, or any entity you have had an ownership interest in, ever had a bond or surety canceled or forfeited? Yes ( ) No (X)
2. If Yes, state the name of the bonding company, date, amount of the bond and the reason for such cancellation or forfeiture  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Bankruptcy Information

1. Have you, or any entity you have had an ownership interest in, ever filed a petition for bankruptcy, or been declared bankrupt? Yes ( ) No (X)
2. If Yes, state the name of the entity, date, amount of the filed or declared bankruptcy  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. County of Albany and any Affiliated Entity

1. Have you ever entered into an agreement with the County of Albany or any affiliated entity? Yes (X) No ( )
2. If Yes, identify the agreement(s), its purpose, and its term.  
Albany County Airport Authority. Contract No. 833-AUD. Professional audit services. 1994-2000, 2008-2017, period ended December 31 audits performed April 1994 to April 2001 and March 2008 to March 2017.  
  
*Albany County Nursing Home. More than 10 years ago, we performed audit work. Contracts are no longer available for access.*

CONFIDENTIAL

3. Have you ever been sent a default notice concerning any such agreement(s)?

Yes ( ) No (X) If Yes, please explain

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**Exhibit D: Proposal G**

**WORK FORCE COMPOSITION**

Mengel Metzger Barr & Co. LLP (518) 785-0134

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**Name of Firm** **Phone Number**

11 British American Boulevard Latham NY 12110-0134

---

**Address** **City** **State** **Zip Code**

Heather Lewis, CPA - Partner

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**Name & Title of Authorized Executive**

Full Time Employees	Total # of Employees	White	American Indian	Black	Hispanic	Other (*)
	Male / Female	M/F	M/F	M/F	M/F	M/F
Admin & Manager	37/41	36/35	1/0	0/2	0/1	0/3
Professional	33/40	30/38	2/0	0/0	1/0	2/0
Technical	3/0	3/0	0/0	0/0	0/0	0/0
Sales Workers	0/0	0/0	0/0	0/0	0/0	0/0
Office Workers	2/21	2/21	0/0	0/0	0/0	0/0
Semiskilled Workers	0/0	0/0	0/0	0/0	0/0	0/0
Unskilled Workers	0/0	0/0	0/0	0/0	0/0	0/0
Apprentices	0/0	0/0	0/0	0/0	0/0	0/0
Seasonal Temporary Part Time	1/1	1/1	0/0	0/0	0/0	0/0
<b>TOTAL</b>	<b>179</b>	<b>167</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>5</b>

**\*Use Additional Sheets To Identify The Ethnicity Of Employees Identified In This Category.**

Remarks: Asian

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**Exhibit D: Proposal H**

**REFERENCES**

**List three (3) companies or governmental agencies where like or similar services have been provided within the last three years:**

1. **Company Name:** Clifton Park Water Authority

**Address:** 661 Clifton Park Center Rd Clifton Park, NY 12065  
**Street/P.O. Box City State Zip Code**

**Contact Person:** Don Austin **Title:** Water Authority Administrator

**Phone:** (518) 383-1122 **Fax:** (518) 383-3161
  
2. **Company Name:** Saratoga Springs City School District

**Address:** 3 Blue Streak Blvd Saratoga Springs, NY 12866-5967  
**Street/P.O. Box City State Zip Code**

**Contact Person:** Timothy Hilker **Title:** Assistant Superintendent for Business

**Phone:** (518) 583-4703 **Fax:** \_\_\_\_\_
  
3. **Company Name:** Niskayuna Central School District

**Address:** 1239 Van Antwerp Rd Niskayuna, NY 12309  
**Street/P.O. Box City State Zip Code**

**Contact Person:** Matthew Leon **Title:** Assistant Superintendent of Business & Operations

**Phone:** (518) 377-4666 **Fax:** (518) 377-4074

**EXHIBIT D: Proposal I**

**PROPOSAL SUBMITTAL FORM**

Exhibit C contains the minimum requirements and are intended to govern, in general, the performance requirements and the type of services desired. Please check "yes" or "no" if you can meet these specifications.

The bidder can meet or exceed required specifications as required in EXHIBIT C?

YES

NO

**PRICING**

	First Year	2nd Yr	3rd Yr	4th Yr	5th Yr
AUDIT YEAR	2023	2024	2025	2026	2027
Fixed Fee to for Annual Audit Services	\$ 55,500	\$ 58,275	\$ 61,250	\$ 64,250	\$ 67,500
<b>Hourly Rates:</b>					
Partner	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350
Senior Manager/Principal	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Manager	\$ 170	\$ 180	\$ 190	\$ 200	\$ 210
Senior Auditor	\$ 85	\$ 95	\$ 105	\$ 115	\$ 125
Staff Auditor	\$ 70	\$ 75	\$ 80	\$ 85	\$ 90

Estimated number of business days to complete audit and issue reports: 45

Travel Expenses, if applicable (please list and describe all fees:  
None

**CONTACT INFORMATION**

Name of Contact Person: Heather Lewis, CPA - Partner

Phone Number(s): ( 518 ) 785-0134

Email: hlewis@mmb-co.com