



ALBANY COUNTY AIRPORT AUTHORITY

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**ACAA
APPROVED**
3/25/10

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

March 1, 2010

Pursuant to notice duly given and posted, the Audit Committee meeting of the Albany County Airport Authority was called to order on Monday, March 1, 2010 at 6:00 pm in the 3rd Floor Conference Room in the main Terminal, located at the Albany International Airport by Acting Audit Committee Chair Elliott A. Shaw with the following present:

MEMBERS PRESENT

Elliott A. Shaw, Acting-Chair Audit Committee
John A. Graziano, Jr. (Committee Member)
Dorsey M. Whitehead (ACAA Member)
Rev. Kenneth J. Doyle (ACAA Member)

MEMBERS ABSENT

None

STAFF

John A. O'Donnell
Bill O'Reilly
Ginger Olthoff
Peter F. Stuto
Margaret Herrmann

Doug Myers
Steve Iachetta
Helen Chadderdon
Denise Zieske

ATTENDEES

Jim Amell, Marvin & Company
Eric Anderson, Times Union
Joel Russell, AvPorts
Pam Day, Million Air

Peter Rea, NYSDOT
Brian Barker, Architecture +
Stephanie Todero, Architecture +
John Edwards, Sage Engineering

1. Approval of Minutes

- 1.1 February 23, 2009 Minutes**
- 1.2 November 23, 2009**

Mr. Shaw stated that there was a question brought up at the last meeting, and we asked for a report from Mr. Stuto, regarding approval of minutes by Committee Members who did not attend the meeting for which the minutes are proposed.

Mr. Stuto reported that he had researched the matter and it was his conclusion that

Committee Members not in attendance of the meetings could approve the minutes. He stated that the texts of Standard Code of Parliamentary Procedure and Robert's Rules of Order are silent as to this particular question; however, there is no requirement in either that a member have first-hand knowledge of something before voting on minutes. He stated that he also researched the question via a website entitled: "Parliamentary Procedure On-Line" which is a resource for Roberts Rules, as well as communicating with two nationally recognized experts. All of these resources came to the same conclusion that there was no requirement that a member have first-hand knowledge of something before voting on minutes. Mr. Stuto stated that there was also one expert whose opinion was that it was a duty and obligation to approve the minutes without actually being in attendance.

Mr. Shaw moved to approve the minutes of the February 23, 2009 and November 23, 2009 minutes. The motion was adopted unanimously.

2. Acceptance of Financial and Audit Items

2.1 Review and Acceptance of Authority's Fifteenth Comprehensive Annual Financial Report, as of, and for the Year Ended, December 31, 2009, Together with the Audit and Compliance Reports of Marvin and Company, P.C., Certified Public Accountants

Acting-Audit Committee Chair Shaw referred to Mr. O'Reilly for the presentation on the 2009 Annual Report.

Mr. O'Reilly distributed and reviewed the ACAA 2009 Final Audited Results power point presentation. Mr. O'Reilly highlighted that the airlines would be given a credit of \$119,882 for the year ended 2009. He noted that this was a great improvement over last year when the airlines were billed \$1,716,511.

Mr. Shaw introduced Mr. Jim Amell from Marvin and Company PC. Mr. Amell reviewed the Audit and Compliance Reports of Marvin and Company, PC. Mr. Amell stated that the Authority was given a "clean" opinion with nothing to report in the all areas covered during the audit.

Mr. Shaw inquired as to the methodology that was used for the audit. Mr. Amell stated that the audit was conducted by inquiry and observation of the internal control structure, testing of key controls chosen at random and reviewing transactions and procedures in place.

Mr. Whitehead stated that he was pleased at the lack of findings in the audit.

Mr. Amell expressed his thanks to the Authority's Finance team who has a tradition of

doing a great job. He stated that the team deserves commendation for the fine job that they do.

Mr. Shaw stated that he would second that.

2.2 Review and Acceptance of Marvin and Company, P.C. Letter Regarding Information Related to Their Conduct of the Audit Required under Generally Accepted Auditing Standards

This item was not available for review at this time.

2.3. Review and Acceptance of Airline Rates and Charges Settlement and Revenue Sharing Transfer Calculation for 2009

Mr. O'Reilly reviewed the Airline Rates and Charges Settlement and Revenue Sharing Transfer Calculation for 2009.

Mr. O'Reilly again stated that the airlines would be given a credit of \$119,882 for the year ended 2009. He noted that this was a great improvement over last year when the airlines were billed \$1,716,511.

Mr. O'Reilly stated that the Rates and Charges Settlement has been reviewed by Jacobs Consultancy who has provided a letter attesting to the accuracy of the settlement report.

2.4 Review and Acceptance of Albany County Airport Authority Annual Investment Report for the Fiscal Year Ending December 31, 2009

Mr. O'Reilly reviewed the Albany County Airport Authority Annual Investment Report for the Fiscal Year Ending December 31, 2009.

Mr. O'Reilly stated that in accordance with the Public Authorities Law and as required by the ACAA Cash Management and Investment Policy, the Authority is required to prepare and approve an Investment Report annually. Mr. O'Reilly stated that this report has been audited by Marvin and Company, PC.

2.5 Review of Albany County Airport Authority OPEB Trust (A Component Unit of the Albany County Airport Authority) Financial Statements for the Short Period Ended December 31, 2009 - Unaudited

Mr. O'Reilly reviewed the Albany County Airport Authority OPEB Trust (A Component Unit of the Albany County Airport Authority) Financial Statements for the Short Period Ended December 31, 2009. He stated that this report has not been audited due to the fact that the trust had just recently been established. He stated that there has been one deposit made to the trust. Mr. O'Reilly stated that this report will be audited next year and annually thereafter.

Mr. Amell stated that although the Trust was not audited this year, since the Trust is a component unit of the Authority and is included as a subcomponent unit of the Financial Statements, the numbers were audited in relation to the Financial Statements.

Mr. Shaw stated that normally the Audit Committee would vote to make a recommendation to the full Authority to accept the various items that have been discussed; however, due to the fact that the material given to the Committee tonight was voluminous, he recommended that the vote be deferred until the Committee members have an opportunity to review the material in depth.

Mr. O'Donnell stated that an Audit Committee meeting will be scheduled in two weeks to be followed by a meeting of the full Authority. Members will be given the opportunity to attend the meeting via teleconference.

There being no further business, the meeting was adjourned at 6:30 pm.