

**NOTICE INVITING
STATEMENT OF QUALIFICATIONS**

The Charleston County Aviation Authority is requesting Statements of Qualifications from interested independent certified public accounting firms licensed in the State of South Carolina to perform financial and compliance audits on an annual basis.

Written statements will be received up to the hour of 2:00 p.m. on March 8, 2010. All such statements shall be addressed to:

Susan M. Stevens, A.A.E.
Director of Airports
Charleston County Aviation Authority
5500 International Blvd., #101
Charleston, SC 29418

and clearly marked:

STATEMENT OF QUALIFICATIONS FOR
ANNUAL FINANCIAL AND COMPLIANCE AUDITS
CHARLESTON COUNTY AVIATION AUTHORITY
PROJECT NO.: 2010-28-CHS

Any questions and/or comments concerning this request for Statements of Qualifications should be directed in writing to Susan M. Stevens, A.A.E., Director of Airports, at the above address. The Charleston County Aviation Authority will not be responsible for any oral instructions with regard to this Notice.

AIRPORT INFORMATION

January, 2010

The Charleston County Aviation Authority owns and operates the Charleston International Airport, Charleston Executive Airport (Johns Island), and the Mt. Pleasant Regional Airport. Chartered in 1970 by the State of South Carolina, it is responsible for managing, operating, and developing all public airports in the Charleston County Airport District.

The District is a municipal corporation established by the General Assembly of the State of South Carolina in 1970 and is governed by the Authority. The Authority is composed of seven members appointed to four-year terms by the Governor and six ex-officio members: the Mayor of the City of Charleston, the Mayor of the City of North Charleston, the Mayor of the Town of Mt. Pleasant, the Chairman of the Charleston County Council, and the Chairman and Vice-Chairman of the Charleston County Legislative Delegation, or their respective proxies. The Director of Airports is directly responsible for all functional areas at the Airport and reports to the Chairman of the Authority. A copy of the Fiscal Year 2009 Report of Audit is available on our web-site www.chs-airport.com.

SCOPE OF PROJECT

The Authority desires to engage a qualified and experienced, and independent certified public accounting firm to perform financial and compliance audits in accordance with the following specifications:

- A) The audits will be performed annually on a fiscal year basis. The Authority's fiscal year ends June 30.
- B) The audits shall include an examination of the financial statements of all accounts and funds. The audits shall be made in accordance with generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants, the Federal Single Audit Act, and the laws of the State of South Carolina.

The following reports are expected at the completion of each audit:

- 1) A report on examination of the financial statement of the Charleston County Aviation Authority including all accounts and funds. Charleston County Aviation Authority will prepare the Balance Sheet and Statement of Revenue and Expenses. The auditor will prepare the Comparative Statement of Cash Flows and Notes to the Financial Statements.
- 2) A report on internal control and compliance in accordance with the Federal Single Audit Act.
- 3) A report of comments and recommendations.

A Pre-audit Conference will be held with the Authority Staff to discuss the scope of the audit. Staff assistance will be available to reproduce and pull required documents and

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files. The auditor may commence the examinations on July 1 of each year. The Charleston County Aviation Authority will close its books no later than July 30 of each year. During the audit, the auditor may be required to meet with Authority Officials to discuss the audit or related matters. A Post-audit Conference will be held with the Authority Staff to review the financial statements, compliance reports, and a draft of the report of comments and recommendations no later than the second week in September of each year. The auditor will present the Report of Audit to the Board of Directors no later than the third week in October of each year.

In addition, the selected firm may be asked to perform tenant audits.

SUBMISSION OF STATEMENT OF QUALIFICATIONS

Interested Auditors should submit in triplicate a written Statement of Qualifications no later than 2:00 p.m. EST, on March 8, 2010. This submission must include at least the following:

1. Corporate Qualifications:
 - A. Brief History of Firm;
 - B. Previous Experience on Similar Projects;
 - C. Resumes of Key Personnel Available for this Project;
 - D. Location of Office to Perform Work.

2. Performance on Previous Projects:
 - A. Contract Awards Received for Similar Projects in Last 24 Months;
 - B. On-Time/In-Budget Performance on Above;
 - C. Three (3) References with Phone Numbers.

3. Present Workload:
 - A. Key Staff Assignments through Project Period;
 - B. Total Corporate Commitments versus Resources;
 - C. Commitments versus Resources of Offices to do Work.

Three (3) copies of the above information must be submitted in a bound booklet with a cover letter in the front of the booklet. **The cover letter must contain a list of three (3) reasons why the Authority should select your firm.**

GENERAL INFORMATION

A Selection Panel composed of senior staff will review the Statements of Qualifications and may later invite the most qualified firms to present a more detailed proposal to the Authority.

The Authority reserves the right to reject any or all proposals, to advertise for new proposals, or not to proceed at all with this Project.

Receipt of these Statements of Qualifications shall not in any way obligate the Charleston County Aviation Authority to later invite a firm or corporation for a detailed proposal.

The Authority shall not be responsible in any manner for any cost associated with the submission of this Statement of Qualifications or any later proposals.

The Statements of Qualifications submitted, including any and all attachments thereto, shall become the property of the Authority upon receipt by the Authority.

The Authority shall have the right to copy, reproduce, publicize, or otherwise dispose of each Statement of Qualifications in any way that the Authority selects.

The Authority shall be free to use as its own, without payment of any kind or liability therefore, any idea, scheme, technique, suggestion, layout or plan received during the review and disposal process.

CHARLESTON COUNTY AIRPORT DISTRICT
CHARLESTON COUNTY AVIATION AUTHORITY

Susan M. Stevens, A.A.E.,
Director of Airports