



SIDNEY - RICHLAND AIRPORT AUTHORITY
SDY

June 25, 2025

Sidney-Richland Airport Authority
540 Airport Road
PO Box 1050
Sidney, MT 59270

To Whom It May Concern,

Sidney-Richland Airport Authority invites your firm to submit a proposal for the preparation of its yearly audited financial statements and related filings for a three-year period beginning with the 2025 fiscal year ending June 30. Our organization does require a federal single audit. The audit of Sidney-Richland Airport Authority's financial statements must be performed in accordance with generally accepted auditing standards.

Sidney-Richland Airport Authority is a Montana State Special District and runs independently from the City, County and State. We have a Board of Directors.

Sidney-Richland Airport Authority serves Sidney Montana Regional area with funding from grants, contracts, and fees. We receive government funding. We have 5 employees located in our office. Our annual revenue has ranged between \$1,412,147.65 and \$8,236,898.37 over the past 5 years.

The Sidney-Richland Airport Authority requires the following services:

1. Annual financial statement audit.
2. Federal Single Audit (*if applicable*).
3. Management letter

All the above must be completed within 180 days of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients. In addition, Sidney-Richland Airport Authority requires that a meeting of the auditors and selected board and staff members be held to discuss a draft version of the financial statements and that the auditors meet at least yearly with the Board of Directors.

540 Airport Road, PO Box 1050 ♦ Sidney, MT 59270

406-433-2415

sdyaapt@midrivers.com

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- h) Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- j) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- k) References and contact information from comparable audit clients.

Your proposal must be received by August 15, 2025. Send your proposal to me at Sidney-Richland Airport Authority, PO Box 1050, Sidney MT 59270. The Board will review all proposals at their August, 2025 meeting and make a decision at that time.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at 406-480-1820. I look forward to receiving your proposal.

Sincerely,



Ryan Huotari
Airport Manager

Encl: Sidney-Richland Airport Authority audit report for the last fiscal year