



**ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
BUFFALO & ERIE COUNTY REGIONAL DEVELOPMENT CORP.
BUFFALO & ERIE COUNTY INDUSTRIAL LAND DEVELOPMENT CORP.**

**Joint Governance Committee Meeting
August 17, 2026 at 12:00 p.m.**

**ECIDA Offices - 95 Perry Street, 4th Floor
Buffalo, New York 14203**

Agenda

1. Approval of Minutes – March 18, 2026
2. Discussion Regarding Travel, Conferences, Meals and Entertainment Policy
3. Adjourn

**MINUTES OF A MEETING OF THE
JOINT GOVERNANCE COMMITTEE OF THE
ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY (ECIDA),
BUFFALO & ERIE COUNTY REGIONAL DEVELOPMENT CORP. (RDC)
AND
BUFFALO & ERIE COUNTY INDUSTRIAL LAND DEVELOPMENT CORP. (ILDC)**

DATE: March 18, 2026, at the Erie County Industrial Development Agency, 95 Perry Street, 4th Floor Conference Room, Buffalo, New York 14203

PRESENT: Thomas Baines, Zachary Evans, Tyra Johnson, Kenneth Schoetz and David State

EXCUSED: Jacqueline Hall, Brenda W. McDuffie and Hon. Taisha St. Jean Tard

OTHERS PRESENT: John Cappellino, President & CEO; Mollie Profic, Chief Financial Officer; Beth O’Keefe, Vice President of Operations; Jerry Manhard, Chief Lending Officer; Carrie Hocieniec, Operations Assistant/Assistant Secretary; Brian Krygier, Director of Information Technology; Soma Hawramee, Compliance Portfolio Manager; Lori Szewczyk, Director of Grants; Michelle Moore, Compliance Associate; Robbie McPherson, Director of Marketing and Communications and Robert G. Murray, Esq., General Counsel/Harris Beach Murtha

GUESTS: None.

At 12:05 pm, Mr. Cappellino called the meeting to order, noting that there was no quorum, and the members assembled would proceed with informational items on the agenda.

PARIS REPORT UPDATE

Ms. Profic reviewed the PARIS Report with the Committee. Mr. Cappellino directed that the report be received and filed.

BOARD MEMBER PAAA TRAINING UPDATE

Ms. Hawramee updated members on ABO best-practices training requirements and confirmed 14/17 ECIDA and RDC, and 5/7 ILDC members had completed their required training to date.

2025 BOARD OF DIRECTORS EVALUATION/SURVEY

Mr. Cappellino reviewed the Board of Directors 2025 self-evaluation and survey. General discussion ensued.

At this point in time, Mr. Baines joined the meeting and a quorum is now present.

MINUTES

The January 29, 2026, minutes of the joint meeting of the Governance Committee of the ECIDA, RDC and ILDC were presented. Upon motion made by Mr. Schoetz and seconded by Mr. Evans, the January 29, 2026 meeting minutes were unanimously approved.

2025 PAAA ANNUAL REPORT

Ms. Profic reviewed the report. General discussion ensued.

2025 ECIDA MISSION STATEMENT & PERFORMANCE MEASUREMENTS WITH RESULTS

Ms. O'Keefe reviewed this report and updated members on revisions made since the last Governance Committee. General discussion ensued.

2026 ECIDA MISSION STATEMENT & PERFORMANCE MEASUREMENTS WITH GOALS

Ms. O'Keefe then reviewed the 2026 Mission Statement and Performance Goals. General discussion ensued.

Upon motion made by Mr. Evans and seconded by Mr. Schoetz to approve of the 2025 PAAA Annual Report, 2025 ECIDA Mission Statement & Performance Measurements with Results and 2026 ECIDA Mission Statement & Performance Measurements with Goals, the Committee resolved to recommend the 2025 PAAA Annual Report, 2025 ECIDA Mission Statement & Performance Measurements with Results and 2026 ECIDA Mission Statement & Performance Measurements with Goals be submitted to the Boards of the respective entities for approval.

GOVERNANCE COMMITTEE 2025 SELF-EVALUATION

Ms. Hawramee reviewed the 2025 Governance Committee self-evaluation. Upon motion to approve the Governance Committees 2025 Self-Evaluation made by Mr. Schoetz and seconded by Mr. Baines, Mr. Cappellino called for the vote, and the motion was unanimously carried.

ECIDA/RDC/ILDC POLICIES

Ms. Profic reviewed the following ECIDA/RDC/ILDC Policies for re-adoption:

- a. Procurement Policy
- b. Property Disposition Guidelines

Upon motion made by Mr. Evans and seconded by Mr. Schoetz, the Committee unanimously resolved to re-adopt the above two policies and recommend readoption to the Boards of each respective entity.

EXTEND PROFESSIONAL SERVICES AGREEMENT WITH ON-CALL ENGINEERING CONSULTANTS

Mr. Baines moved and Mr. State seconded to approve of the proposed one year extension of the Professional Services Agreement with C&S Companies and LiRo Engineers. Mr. Cappellino then called for the vote and the motion was unanimously approved.

ABSTENTION DISCLOSURE POLICY DISCUSSION

Mr. Cappellino described a recent request that Board members who choose to abstain from voting be required to disclose the reason for such abstention, in addition to the required disclosure that is already mandated under the Conflicts of Interest Policy. General discussion ensued. Mr. Schoetz moved the Committee table for further consideration before any recommendation is made to the Board. Mr. Evans seconded. Mr. Cappellino then called for the vote and the motion was unanimously approved.

There being no further business to discuss, Mr. Cappellino adjourned the meeting at 1:10 p.m.

Dated: March 18, 2026

Carrie Hocieniec, Assistant Secretary



To: ECIDA Governance Committee
From: John Cappellino, President and CEO
Date: August 17, 2026

RE: Erie County Highmark Stadium Hospitality Center/Suite Guidelines

Background

The Erie County Legislature adopted a resolution on May 28, 2026 approving the Erie County Hospitality Center Access Policy (the “Policy”), which establishes guidelines for use of the County’s Hospitality Center suite at the new Highmark Stadium. A copy of the resolution and Policy is attached.

Relevant excerpts, provisions and concepts from the Policy

“the Center is to be used to encourage and foster economic development, tourism and public awareness for the City of Buffalo, the County and the State of New York”.

“This policy is intended primarily, though not exclusively to promote and support charitable organizations serving Erie County along with certain economic development activities, while ensuring that the Center is used in a manner consistent with the public purposes set for the in the Lease and in compliance with applicable law, including restrictions governing gifts and the use of public resources, and to establish clear standards for its proper and lawful use.”

Under the Policy, the ECIDA was offered hosting privileges in the Center for one game per year, which is to be determined by lottery draw and assigned by the County Executive’s office. ECIDA will be given 16 tickets to the Center and 4 parking passes to the assigned game, for the purpose of “fostering economic development”.

The Resolution defines two types of guests. A Formal Guest is a County Official¹ who receives and possesses a ticket to the Center for the purpose of attending a Bills game, including any Pre-Season, Regular Season, or Post-Season Game. An Informal Guest is a County Official who attends a game with a ticket unrelated to this Policy but, having access to the Suite area, chooses to visit the Center; such guests are expected to enter the stadium without using Center tickets or parking, and this category does not apply to New York State Officials. This Policy leaves undefined a third attendee, being a “non-

¹ County Official shall mean anyone who, by virtue of their position with the County, is deemed a Public Officer under New York State Law. A "Public Officer" is a person, elected or appointed, who holds a position created by statute, resolution, or charter, exercises a portion of the County's sovereign power and independent discretion, and takes an oath of office for a fixed term—e.g., the County Executive, County Legislators, the County Attorney, the District Attorney, department heads, and members of the planning and zoning boards



County Official” guest, such an ECIDA invitee or a New York State Official, who, if he or she is not a County Official, is neither a Formal Guest nor an Informal Guest.

Relevant restrictions and requirements contained within the Policy

No alcoholic beverages shall be served in the Hospitality Center; however, guests can purchase alcoholic beverages from vendors located in the stadium outside of the Center and bring individual drinks into the suite.

No tobacco, cannabis or vaping devices shall be present or used in the Center.

All names of “Formal Guests” who use the Hospitality Center shall be disclosed to the Erie County Legislature within 30 days of usage. In addition, to satisfy Public Officer/gift-law restrictions on gifts and the use of public resources, the Policy requires County Officials who receive Center tickets to reimburse their cost. A Formal Guest must pay the ticket's face value to the charitable organization awarded the ticket materials, plus 1/16th of any food and beverage ordered for that game. An Informal Guest, who merely enters the Center on an unrelated ticket, has no reimbursement obligation under the Policy.

Counsel Review and Recommended ECIDA Policy Approach

ECIDA Staff asked its Counsel to evaluate ECIDA centric policy considerations and legal authority to accept the Hospitality Center tickets at the request of the County, for the purpose of fostering economic development.

Counsel did opine that state law provisions permit ECIDA to accept the tickets and the use of the Center from the County, provided the use of the tickets are in furtherance of the ECIDA’s corporate purposes, in this case fostering economic development.

ECIDA counsel also considered whether the tickets could be used to encourage and attract investment in Erie County and determined that any use of the Center must advance economic development objectives consistent with the ECIDA’s mission. Accordingly, using the Center and tickets to foster economic development opportunities would be consistent with the Agency’s purposes and mission.

In addition, ECIDA counsel reviewed the Agency’s Travel, Conferences, Meals and Entertainment Policy (see attached) and determined that it permits the Agency to pay reasonable and necessary meal and entertainment expenses incurred in connection with official business, provided such expenses reflect the prudent use of ECIDA funds and provide a demonstrable benefit to the Agency. It is recommended that the ECIDA’s Travel, Conferences, Meals and Entertainment Policy be amended to add a section relating to the future use of Center.



Recommended ECIDA Guidelines

ECIDA attendance should be limited to no more than three staff members whose participation, as determined by the President/CEO, best advances the Agency's corporate purposes and the Policy's economic development objectives.

ECIDA guests shall be approved by the President/CEO based on their connection to the Agency's economic development objectives, the public purposes of the Policy, and the appropriate use of Center tickets and resources.

ECIDA Board members generally should not attend the ECIDA-designated game as guests in the Center, so that Board members are not placed in circumstances that could call into question their independence or impartiality.

ECIDA will make Center's full attendees list, including attendees' names and affiliations, available upon request.

ECIDA will provide food and light refreshments for guests in the Center. Such costs shall be reasonable given the options provided by the Highmark Stadium catering service. The ECIDA will not pay for or provide alcoholic beverages for Center attendees. All ECIDA guests shall be over the age of 21.

Any unused Center tickets shall be returned to the County as soon as practicable for redistribution in accordance with the Policy.

Consistent with the Policy's direction that the Center be used to encourage and foster economic development, tourism, public awareness, and other public purposes, ECIDA will use the Center to advance economic development objectives such as the following:

- Promote Erie County as a location for business investment, expansion, and job creation.
- Facilitate introductions and relationship-building among prospective investors, employers, developers, community partners, and economic development stakeholders.
- Showcase regional assets, workforce strengths, tourism opportunities, and partner resources that support business attraction and growth.
- Support collaboration around targeted industries, strategic development opportunities, charitable or community-serving initiatives, and regional economic development priorities.

**Erie County Industrial Development Agency ("ECIDA"),
Buffalo and Erie County Regional Development Corporation
("RDC"), Buffalo and Erie County Industrial Land
Development Corporation ("ILDC")**

TRAVEL, CONFERENCES, MEALS AND ENTERTAINMENT POLICY

Objective:

The purpose of this Travel, Conferences, Meals and Entertainment Policy (Policy) is to outline the policies and procedures the Erie County Industrial Development Agency and its affiliates will follow with respect to these and other related expenditures in accordance with Section 2824 of the Public Authorities Accountability Act of 2005.

Applicability:

This policy shall apply to the Erie County Industrial Development Agency ("ECIDA") and its affiliated corporations: Buffalo and Erie County Regional Development Corporation ("RDC"), Buffalo and Erie County Industrial Land Development Corporation ("ILDC"), and any other affiliated entities that may be established by the ECIDA (hereinafter collectively referred to as the "Agency") upon approval by the respective Boards of Directors and Members of the Agency. This policy shall apply to every director, member, officer and employee of the Agency.

General Guidelines:

It is the Agency's general policy to pay reasonable and necessary travel, conferences, meals and entertainment expenses incurred as a result of official business subject to the presentation of appropriate documentation.

Any exceptions or potential exceptions to this Policy must be submitted to the Chief Executive Officer ("CEO"; or in the case of the CEO to the Board Chair¹) for approval.

Section 1: Travel

1.1 Approval of Travel:

Travel involving overnight accommodation or travel outside of Western New York and Southern Ontario requires the approval of the CEO (or the Board Chair in the case of the CEO).

1.2 Personal Travel:

Personal Travel is not reimbursable. This exclusion applies to personal travel which interrupts official travel, or precedes or follows a business trip.

Personal expenses are not reimbursable even when incurred while on an Agency trip. Examples of such excluded expenses are pet care, house, or child-care expenses and purchase or repair of personal luggage.

¹ If the Board Chair benefited from the expenditure then the Audit Committee Chair will approve the exception. If both the Board Chair and Audit Committee Chair benefited from the expenditure then the full Board of the Agency must approve the exception.

1.3 Reimbursable Travel Expenses:

Where practical, employees should perform appropriate due diligence to obtain the lowest reasonable costs for travel expenses.

Transportation expenses shall be reimbursed based on an economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

Transportation tickets should be procured in advance in order to obtain any discounts offered by the carrier. Every reasonable effort should be made to cancel reservations on a timely basis to avoid no-show or late cancellation charges.

A. Automobile Travel

- (i) **Personal Vehicle.** Travelers may use their personal vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time.

In most circumstances, mileage shall be computed as the distance traveled to the business destination. Mileage will be reimbursed at the prevailing IRS mileage rate reimbursement limits which are intended to cover the cost of fuel, depreciation, insurance, maintenance and other similar operating costs. Expenses related to the mechanical failure or accidents to personal cars are not reimbursable.

When utilizing a personal vehicle for business, travelers must maintain liability insurance on the vehicle in accordance with New York State requirements. The Agency may periodically request proof of insurance from such travelers.

- (ii) **Rental Cars.** A vehicle may be rented when renting would be more advantageous to the Agency than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact or economy model requested unless the itinerary, number of travelers or baggage support the choice of a larger vehicle. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. When the traveler uses a rental car also for a personal side trip, he or she is expected to pay the appropriate portion of both the per-diem and the mileage expense.

The Agency's insurance company currently provides liability and physical damage coverage if a vehicle is rented in the Agency's name in the U.S. or Canada. Therefore, if similar coverage is offered by the rental company, it should be declined in these circumstances.

- (iii) **Miscellaneous Automobile-related Expenses.** Charges for parking, ferries, bridges, tunnels, or toll roads while an individual is traveling on Agency business will be reimbursed.

B. Air Travel

Whenever practicable, travelers are expected to use tourist, economy, coach or "standard" accommodations for air travel. The Agency discourages more than three employees traveling on the same flight.

Travelers may retain Agency business frequent flyer mileage credits for personal use. However, air carrier selection cannot be biased by the traveler's frequent flyer affiliation. The lowest cost air travel should take precedence after considering departure/arrival times and number of stops.

C. Surface Transportation Used in Lieu of Air Travel

If advance approval has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. Such costs shall not exceed the cost of airfare, based on the cost of regular coach fare available for the location of travel from a standard commercial air carrier plus transportation costs to and from the airport.

D. Other Forms of Transportation

Rail, shuttle, subway or bus transportation may be used if it is convenient and less expensive than alternative transportation or it saves time. If a traveler's destination is served by a regularly scheduled airline, the use of rail or bus transportation shall be reimbursed in accordance with the procedures specified under Surface Transportation in Lieu of Air Travel.

E. Food and Lodging

Lodging, meals, gratuities and related miscellaneous expenses while an individual is on travel status for the Agency will be reimbursed in their actual, reasonable amounts when properly documented. Gratuities should generally not exceed 20% of the total bill and are reimbursable if a restaurant receipt is submitted. Generally, hotel housekeeping gratuities are reimbursable up to \$5 per day. Accommodations are expected to be comfortable and appropriate to the particular purpose of the trip-not luxurious or extravagant. Wherever possible, the Agency's New York State sales tax exemption should be claimed. Tax exemption letters are available from the Finance Department.

F. Miscellaneous Travel Expenses

Examples of miscellaneous travel expenses that **are reimbursable** are the following:

- Reasonable tips for baggage handling, etc.
- Business telephone or internet calls and occasional, reasonable personal calls.
- Highway and bridge tolls.
- Necessary parking fees.
- Small supplies on an emergency basis
- Fees for visas, passports, and inoculations are allowable when they are a specific and necessary condition of fulfilling a work assignment.
- Cab gratuities, generally not exceeding 20% of the total cost of the cab ride.

G. Travel Expenses Not Reimbursed

Expenses that are **not reimbursable** include:

- Lost or stolen tickets, cash, or personal property.
- Fines.
- Accident insurance premiums (the Agency provides workers compensation and accidental death and disability insurance to employees).
- Child, pet or house-sitting expenses.

- Penalties or fees for cancellation or change of discounted tickets when the cancellation or change came about from personal rather than Agency choice.
- In-room movie or video game rentals.
- Hotel mini-bar charges.
- Dry cleaning (unless the Agency requests that the traveler extends their regularly scheduled trip or when the traveler is away from home for more than six days).
- All costs pertaining to spouses, partners or other non-Agency personnel accompanying the traveler
- Tobacco products

The above listings are not all-inclusive and items not listed will be reviewed on a case-by-case basis.

Section 2: Conferences and Seminars

Reimbursement of conference and seminar fees and related hotel and meal expenses will be limited to those reasonable, necessary, approved expenses which are reported in an Expense Report with supporting receipts or documentation. The Agency will only reimburse reasonable meal and beverage expenses of guests when the purpose of the meeting is to discuss Agency business. If this is the case, the Agency requires that the traveler provide a listing of the guests whose costs are being reimbursed, their organization and title and the business purpose of the meeting.

If a conference registration fee includes an extra charge for social activities, such as site-seeing tours, golf outings, etc., these charges are considered personal expenses and will not be reimbursed.

Section 3: Dues of Professional or Technical Organizations

Dues for approved memberships in professional or technical organizations are reimbursable when they are related to the employee's job responsibilities.

Section 4: Meals & Entertainment

There are occasions when the Agency may provide meals and light refreshments to Board or committee members, officers, employees, guests or visitors to support the mission of the Agency. As with other Agency expenditures, authorized officials must exercise prudent business judgment in reviewing proposed expenditures for meals and light refreshments based on their reasonableness and benefit to the Agency and its mission of promoting general economic development in Erie County. In addition, such expenditures should be cost effective and in accordance with the best use of Agency administered funds.

Meals and entertainment costs of a spouse or partner will only be reimbursed if their presence serves a business purpose (such as if he or she has a significant role in the proceedings or makes an important contribution to the success of the event). Official functions to which spouses or partners are invited as a matter of protocol or tradition may be considered as bona fide business-related activities if their inclusion serves a legitimate business purpose.

4.1 Employee Morale-Building Activities Exception

The cost of meals, light refreshments and entertainment for official employee morale-building activities that serve an Agency business purpose may be reimbursed as an exception to this Policy. Examples of such occasions include a gathering to honor a departing employee who is retiring or who

is separating from Agency employment, employee recognition receptions, annual staff picnics, and holiday gatherings. Employee gifts and/or celebrations for milestone anniversaries (ex. 10, 15, 20, 25, etc.) are also allowed. Celebrations and/or cakes for employee birthdays or for Agency interns are not reimbursable.

4.2 Entertainment Expenses Not Reimbursed

Expenses that are **not reimbursable** include:

- Entertainment expenses that are lavish or extravagant under the circumstances;
- Entertainment expenses for birthdays, weddings, anniversaries, or farewell gatherings (excluding the morale-building expenses referenced in section 4.1 above).
- Memberships/dues for private clubs, unless such membership is determined by the Board and/or Members to be appropriate for the conduct of Agency business in accordance with its corporate purposes.
- Adult entertainment

Section 5: Advances

Cash advances are not generally provided because individuals who travel regularly on Agency business are encouraged to use their personal credit cards to charge their travel expenses.

If hardship would result or for travelers without a personal credit card, cash advances can be obtained from the Finance department. To obtain an advance, the traveler must complete a "Request for Cash Advance" form which must be approved by both the CFO and CEO (or CFO and the Chair of the Audit Committee in the case of the CEO). Any excess of cash advances over allowable out-of-pocket costs must be promptly refunded to the Agency.

Section 6: Reimbursement Approval

Reimbursement may be requested as soon as the individual has made the expenditure, completed their Expense Report and had it approved. Expense Reports must be approved by the individual's Division Manager or the CEO (or Chair of the Audit Committee in the case of the CEO). The individual approving the Expense Report should not have personally benefited from the expenditure. If the Agency Chairperson benefited from the expenditure then the Audit Committee Chair must approve the Expense Report. If both the Agency Chairperson and the Audit Committee Chair benefited from the expenditure then the Board or Members of the Agency must approve the Expense Report.

In approving a request to reimburse an individual for expenditures authorized under this Policy, the approving authority must determine that:

- The expenditure serves a clear and necessary business purpose of benefit to the Agency and its mission of promoting general economic development in Erie County;
- The expenditure of funds is reasonable, cost effective, and in accordance with the best use of Agency administered funds;
- Any alternatives that would have been equally effective in accomplishing the desired objectives were considered.

Individuals may not approve the reimbursement of their own expenses. In addition, an employee shall not approve the expenses of an individual to whom he or she reports either directly or indirectly.

Original, dated receipts or bills are required for hotel, car rental and airline expenditures and for any other item of expense exceeding \$25. Other out-of-pocket expenses should be listed by date, type, and purpose on the traveler's Expense Report.

If a required receipt is lost or unavailable, a written explanation of the circumstances must accompany the reimbursement request.

6.1 Expenses Charged directly to the Agency

Certain expenses may be paid directly by the Agency through check, ACH or other direct payment methods. Examples include such items as airline tickets, rental cars, accommodation and seminar registration fees. The fact that certain allowable business expenses may be paid directly by the Agency does not relieve a traveler from complying with the substantiation requirements of this Policy (original receipts, airline tickets and other supporting documentation must be attached and details provided regarding any guest costs).

Fees for membership in credit card reward programs where the beneficiary of the rewards is the individual are not reimbursable.

Section 7: Expenses in Foreign Currency

For expenses paid in foreign cash, the exchange rate at which the traveler bought the foreign currency applies, and a receipt for the purchase of that currency should be kept and attached to the Expense Report.

Section 8: Taxability of Reimbursements

In general, where the individual supplies a detailed accounting of bona fide business expenses to the employer, the amounts reimbursed are not taxable income to the traveler. It is therefore in the traveler's interest to carefully follow the Agency's procedures for reporting and documenting expenses.

Section 9: Policy Exceptions

On rare occasions, exceptions to this policy may be required. Exceptions may only be made with prior written approval by the ECIDA Board Chair or Vice Chair.

Re-adopted this 27th day of March 2024 by the respective Boards of each corporation referenced above.

STATE OF NEW YORK

LEGISLATURE OF ERIE COUNTY CLERK'S OFFICE

BUFFALO, N.Y., May 28, 2026

TO WHOM IT MAY CONCERN:

I HEREBY CERTIFY, that at the **10th Session of the Legislature of Erie County**, held in the Legislative Chambers, in the City of Buffalo, on the **28th day of May, 2026 A.D.**, a Resolution was adopted, of which the following is a true copy:

ERIE COUNTY HOSPITALITY CENTER ACCESS POLICY

1. Statement of Intent.

Erie County (the "County") has been granted access, pursuant to the Stadium Lease between Erie County Stadium Corporation and Bills Stadium and Events Company, LLC, to a hospitality center at Highmark Stadium (the "Center"). The County has been granted exclusive use of the Center, including sixteen (16) tickets and four (4) parking passes for each Buffalo Bills game at Highmark Stadium. Under said Lease, the Center is to be used to encourage and foster economic development, tourism, and public awareness for the City of Buffalo, the County, and the State of New York, as well as for other charitable or public functions as determined by the County in its discretion.

This policy is intended primarily, though not exclusively, to promote and support charitable organizations serving Erie County, along with certain economic development activities, while ensuring that the Center is used in a manner consistent with the public purposes set forth in the Lease and in compliance with applicable law, including restrictions governing gifts and the use of public resources, and to establish clear standards for its proper and lawful use.

The Erie County Legislature may amend this policy as needed.

2. Definitions.

a. Bills. "Bills" shall mean Buffalo Bills Holdings, LLC and its affiliates, including Bills Stadium and Events Company, LLC and Buffalo Bills, LLC.

b. Center. "Center" shall mean the Erie County Hospitality Center at Highmark Stadium, as further defined in Section 1.

c. Charitable Organizations. "Charitable Organizations" shall mean not-for profit organizations organized and operated exclusively for charitable purposes and qualify as an entity described in Section 501(c)(3) and other sections of the United States Internal Revenue Code for a minimum of five years immediately preceding entry into the Lottery, that has its principal place of business in Erie County and provides services to the residents of Erie County.

d. County. "County" shall mean Erie County, New York.

e. County Attorney. "County Attorney" shall mean the County Attorney for Erie County.

f. County Executive's Office. "County Executive's Office" shall mean those County employees directly supervised by the County Executive and the County Executive's Chief of Staff.

g. Department of Information and Support Services. "Department of Information and Support Services" shall mean the Erie County Department of Information and Support Services ("DISS").

h. Department of Personnel. "Department of Personnel" shall mean the Erie County Department of Personnel.

ATTEST



OLIVIA M. OWENS

Clerk of the Legislature of Erie County

STATE OF NEW YORK

LEGISLATURE OF ERIE COUNTY CLERK'S OFFICE

BUFFALO, N.Y., May 28, 2026

TO WHOM IT MAY CONCERN:

I HEREBY CERTIFY, that at the **10th Session of the Legislature of Erie County**, held in the Legislative Chambers, in the City of Buffalo, on the **28th day of May, 2026 A.D.**, a Resolution was adopted, of which the following is a true copy:

- i. Formal Guest. "Formal Guest" shall mean a County official who receives and possesses a ticket to the Center for the purpose of attending a Bills game, including any Pre-Season Game, Regular Season Game, or Post-Season Game.
- j. Economic Development Organizations. "Economic Development Organizations" shall mean the Erie County Industrial Development Agency, Visit Buffalo Niagara, and Empire State Development Corporation.
- k. Games. "Games" shall mean any Home Game or Home Playoff Game.
- l. Home Game. "Home Game" shall mean any Regular Season Game between the Bills and any other NFL team, which is designated by the NFL in its official schedule as a "home game" for the Bills and is played at Highmark Stadium.
- m. Home Playoff Game. "Home Playoff Game" shall mean any Post-Season Game between the Bills and any other NFL team, which is designated by the NFL in its official post-season schedule as a "home game" for the Bills and is played at Highmark Stadium, but excluding any Super Bowl in which the Bills are a participant.
- n. Informal Guest. "Informal Guest" shall mean any County official who attends a Game with a ticket unrelated to this policy but has access to the Suite area and chooses to visit the Center. Informal Guests are expected to enter the stadium without the use of Center tickets or parking. This definition shall not apply to any New York State Officials.
- o. Lease. "Lease" shall mean the Stadium Lease Between Erie County Stadium Corporation and Bills Stadium and Events Company, LLC which is dated March 29, 2023.
- p. Lottery. "Lottery" shall mean a random selection process as determined by the Department of Information and Support Services to allocate Ticket Materials for Pre-Season Games, Regular Season Games and Post Season Games. The Lottery process, in the sole discretion of the County Executive's Office, may be conducted in one or more methods for each type of game but shall in all circumstances allocate Ticket Materials to eligible recipients on a random basis. The assignment of Games with which each Charitable Organization shall receive tickets and parking passes to shall be random, with no organization being given preference and each having an equal likelihood to be distributed Tickets Materials for all Games. To ensure no preference is given, Department of Information and Support Services, in consultation with the County Attorney, shall create a selection process that ensures randomness. Each Lottery for pre-season and regular season games shall be completed no later than August 1 preceding the season.
- q. Policy. "Policy" shall mean the Erie County Hospitality Access Center Policy.
- r. Post-Season Games. "Post-Season Games" shall mean the total schedule of all play off, championship and "Super Bowl" football games played by NFL Teams.
- s. Pre-Season Games. "Pre-Season Games" shall mean the total schedule of all football games or any type of practice opened to the public played at Highmark Stadium prior to the commencement of the Regular Season Games.

ATTEST



OLIVIA M. OWENS
Clerk of the Legislature of Erie County

STATE OF NEW YORK

LEGISLATURE OF ERIE COUNTY CLERK'S OFFICE

BUFFALO, N.Y., May 28, 2026

TO WHOM IT MAY CONCERN:

I HEREBY CERTIFY, that at the 10th Session of the Legislature of Erie County, held in the Legislative Chambers, in the City of Buffalo, on the 28th day of May, 2026 A.D., a Resolution was adopted, of which the following is a true copy:

t. Regular Season Games. "Regular Season Games" shall mean the total schedule of all football games played by NFL teams used by the NFL to determine which NFL teams participate in Post-Season Games.

u. Ticket Materials. "Ticket Materials" shall collectively mean the sixteen (16) tickets and four (4) parking passes allotted to the Center for each Pre Season, Regular Season and Post Season Bills game.

v. County Official: "County Official" shall mean anyone by virtue of their position with the County is deemed a Public Officer under New York State Law.

3. Center Allocation.

a. Reserved Tickets.

(i) Tickets Reserved for Use by County Civil Servants. Notwithstanding anything to the contrary, the County shall reserve, for distribution to all full-time civil servants employed by the County, Ticket Materials for all Pre-Season Games. The Department of Personnel will generate the eligible list. Such list shall not include any elected official, their staffs or any County employee designated as a management confidential. The County Executive's Office will conduct a Lottery to choose among those eligible.

(ii) Tickets Reserved for Economic Development. Ticket Materials for three (3) Games per season shall be reserved for the purpose of fostering economic development. Ticket Materials under this Section 3(a)(ii) shall be reserved for the Economic Development Organizations, with one (1) Game being reserved for each organization each year. The Game each organization shall attend is subject to the Lottery selection process in Section 4(a)(iv) and subsequent Distribution in Section 4(b). Notwithstanding the provisions of Section 4(a)(iv) regarding the number tickets allocated to Charitable Organizations, each Economic Development Organization shall receive sixteen (16) tickets and four (4) parking passes for the game that is assigned to it through the Lottery. Furthermore, the Economic Development Organizations are not required to provide the documents and certifications required of Charitable Organizations in Section 4(a)(ii).

b. Charitable Organizations. Ticket Materials for all remaining Games not reserved pursuant to Section 3(a)(i-ii) shall be allocated to Charitable Organizations.

4. Lottery and Distribution. At all times, the County Executive's Office shall be charged with all responsibilities and duties related to the management and operation of the Lottery and distribution of Ticket Materials in accordance with this Policy.

a. Lottery Procedures. The procedures described under this Section 4(a) shall take place no later than August 1 preceding the season, except for the allocation of Post-Season Games which may take place during the season. The results of the Lottery shall apply only to that season. No Charitable Organization or county employee shall have any rights to Ticket Materials for Games beyond the season it was selected for, independent of whether the Game it was selected for occurred.

(i) Application. Charitable Organizations may apply for the Lottery prior to each season, at a time and in a form determined by the County Executive's Office. By applying, Charitable

ATTEST



OLIVIA M. OWENS
Clerk of the Legislature of Erie County

STATE OF NEW YORK

LEGISLATURE OF ERIE COUNTY

CLERK'S OFFICE

BUFFALO, N.Y., May 28, 2026

TO WHOM IT MAY CONCERN:

I HEREBY CERTIFY, that at the 10th Session of the Legislature of Erie County, held in the Legislative Chambers, in the City of Buffalo, on the 28th day of May, 2026 A.D., a Resolution was adopted, of which the following is a true copy:

Organizations must acknowledge and agree (1) that in the event it wins the Lottery, it shall accept, only for its use, all Ticket Materials for the Game it is selected for; and (2) to the terms of this Policy and all related agreements. The County Executive's office reserves the right to establish its own criteria for application approval, including what criteria it considers when determining whether or not to approve an application, but in no event shall such criteria (1) contradict or violate this policy or (2) violate the terms of the Lease. All such policies and procedures to the maximum extent feasible shall ensure that the Lottery and allocation of Ticket Materials is fair, unbiased, and complies with this Policy.

(ii) Application Materials. In addition to all other requirements in the application, which is attached hereto as **Exhibit A**, any Charitable Organization applying for the Lottery shall provide the following materials: (1) a statement of final determination or valid temporary designation that it has been determined by the Internal Revenue Service to be a organization described in Section 501(c)(3); (2) the organization's previous 5 years of completed and filed Form 990's; (3) documentation showing the organization is based in Erie County and serves the residents of Erie County; (4) a statement of intent for use of the tickets should they be selected; (5) confirmation that they have not been awarded Ticket Materials in the previous 3 seasons

(iii) DISS shall be responsible for creating an online application portal where all above Application Materials may be submitted. There shall be a publicly available list displayed on the Erie County web page of all approved applications. Such list shall be updated regularly by the County Executive's Office and must be finalized prior to the Lottery.

(iv) Selection. Once the deadline for applications has passed, all Charitable Organizations whose applications were approved shall be entered into a Lottery to determine who is awarded Ticket Materials for each Game allotted under Section 3(b). Two (2) Charitable Organizations shall be selected for each Game allocated under Section 3(b), with each Charitable Organization being allotted eight (8) tickets and two (2) parking passes. The total number of Charitable Organizations randomly selected as winners in the Lottery shall equal twice the number of Games allocated under Section 3(b).

b. Distribution Procedures. After completion of the Lottery Procedures and once all Games for the upcoming season are allotted, including the games reserved for the Economic Development Organizations, Ticket Materials for all Games in the upcoming season shall be distributed in a two-part process. First, each Economic Development Organization shall be randomly assigned to one (1) Game in the upcoming season, and each organization shall receive all Ticket Materials for its corresponding Game. Second, all remaining Games shall be split into two sections, A and B. Each Charitable Organization shall then be assigned a Game and corresponding section, signifying for which Game each Charitable Organization shall receive its eight (8) tickets and two (2) parking passes.

c. Return of Tickets. If a Charitable Organization or an Economic Development Organization is unable to utilize one or more individual tickets or parking passes in a way that furthers the intent of this policy, they shall notify the County Executive's office who will then redistribute said Ticket Materials to another Charitable Organization which entered the Lottery but was not selected pursuant to section 4(a)(iv) above. Receipt of Ticket Materials under this provision shall not prevent the Charitable Organization from entering the Lottery for three years as specified in Section 5(a).

5. Miscellaneous.

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- a. Lottery Waiting Period. If a Charitable Organization is selected in the lottery, it shall be ineligible to apply to the lottery for the following three (3) seasons thereafter, independent of whether it was distributed Ticket Materials or whether the Game it was selected for occurred. For purposes of clarity, the Economic Development Corporations shall receive Tickets each year, notwithstanding the provisions of this subdivision.
- b. Redistribution. No Charitable Organization shall resell any of the distributed tickets. Nothing in this policy prevents a Charitable Organization from raffling off the distributed tickets so long as the proceeds from the raffle are used for its own charitable purposes. Any raffle shall be consistent with New York Gaming and other applicable laws and regulations. No County employee awarded Ticket Materials pursuant to section 3(a)(i) shall transfer their ticket to anyone else.
- c. Food and Beverage. Any Charitable Organization using the Center may contract with the Bills hospitality staff for food and beverage. In no event shall the County be responsible for providing food or beverages in the Center or paying for food and beverages ordered by a Charitable Organization.
- d. Violations. Any person or organization that violates any section of this Policy shall be ineligible for future use of the Center and may be subject to further sanctions by Erie County Stadium Corporation and/or the Bills. A violation may be defined as use of the Suite that contradicts or in no way furthers the intent of this policy. The County Executive or the Erie County Legislature or both may declare that a violation has occurred. All violations shall be stated in writing and sent to the violating organization or individual. All violations shall be publicly disclosed.
- e. Children. Any organization using the Center shall be responsible for adequate supervision of children in the Center.
- f. Alcohol. No alcoholic beverages shall be served in the Center.
- g. Cannabis Products. No cannabis products shall be present or used in the Center at any time.
- h. Tobacco and Similar Products. No tobacco products, vaping devices, or similar products shall be present or used in the Center at any time.
- i. Waiver. No attendee shall hold the County responsible for any potential cause of action arising out of use of the Center.
- j. Stadium Rules. All attendees shall comply with all of the Bills' rules and regulations.
- k. County Officials.
 - (i) Formal Guest. If any County Official or county employee is attending a Bills game as a Formal Guest, they shall reimburse the face value of the ticket, as determined by the Buffalo Bills, in the form of a payment to the charitable organization awarded the Ticketing Materials, in accordance with applicable Public Officer law. The County Official shall also be responsible for 1/16th of the cost of any food and beverage ordered to the Center for that Bills game.

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(ii) Informal Guest. If a County Official is attending a Bills game without a ticket to the Center and briefly enters the Center, that official is not required to reimburse the face value of a ticket, or to contribute to food and beverage expenses.

l. Other Stadium Events. The County Executive's Office reserves the right to create a policy for other events at Highmark Stadium that are not Bills home games.

m. Political Events. The center shall not be used for political events, including but not limited to fundraisers in support or opposition to any candidate for political office; in support or opposition to any public policy issue. Nor can the center be made available for any political party, political committee or political action committee.

n. Freedom of Information Law: All application materials submitted by Charitable Organizations shall be subject to disclosure pursuant to New York's Freedom of Information Law.

o. Disclosure of Ticket Usage: All names of Formal Guests who use the Suite shall be disclosed to the Erie County Legislature within 30 days of usage.

REFERENCE: COMM. 7E-16 (2026) AS AMENDED

ATTEST



OLIVIA M. OWENS
Clerk of the Legislature of Erie County