

November 11, 2019

Erie Bank

Attn: Steve Shilling, Sr. VP / Managing Director – ErieBank Investment Advisors
2035 Edinboro Road
Erie, PA 16509

Dear Steve,

Chapter 7-A of Act 44 of 2009 requires Municipalities to issue disclosure forms annually to any and all professional service providers that are involved in the municipality's pension plan(s).

As our service provider if you subcontract to another entity; you will be responsible for providing the subcontractor the information. The purpose of the disclosure form is to ascertain whether any conflicts of interest or other inappropriate relationships exist between officials of a municipality and the contracted service provider.

Please submit this completed form by **December 9th, 2019**.

Please feel free to contact me if you have any questions.

Thank you,

James W. Pacansky, CPA
Chief Financial Officer
Erie Regional Airport Authority
4411 West 12th Street
Erie, PA 16505
Ph (814) 833-4258 x203
Fax (814) 833-0393

CC: Derek Martin, Executive Director

**ACT 44 DISCLOSURE FORM FOR ENTITIES PROVIDING
PROFESSIONAL SERVICES TO THE
ERIE REGIONAL AIRPORT AUTHORITY'S PENSION SYSTEM**

CHAPTER 7-A OF ACT 44 OF 2009 MANDATES the annual disclosure of certain information by every entity (hereinafter "**Contractor**") which is a party to a professional services contract with one of the pension funds of **Erie Regional Airport Authority** (hereinafter the "**Requesting Municipality**"). Act 44 disclosure requirements apply to *Contractors* who provide professional pension services and receive payment of any kind from the **Requesting Municipality's** pension fund. The **Requesting Municipality** has determined that your company falls under the requirements of Act 44 and must complete this disclosure form. You are expected to submit this completed form, to the Requesting Municipality below, by **December 9th, 2019**. If, for any reason you believe that Act 44 does not require you to complete this disclosure form, please provide a written explanation of your reason(s) by **December 9th, 2019**.

RETURN COMPLETED

DISCLOSURE TO:

Erie Regional Airport Authority
Attn: James W. Pacansky, CPA, Chief Financial Officer (CFO)
4411 West 12th Street 16505-3091
Phone (814) 833-4258 X203
jpacansky@erieairport.org

REQUIRED UPDATES:

Where noted, information in this form must be updated in writing as changes occur.

DEFINITIONS FOR DISCLOSURE

TERM:	DEFINITION:
CONTRACTOR	Any person, company, or other entity that receives payments, fees, or any other form of compensation from a municipal pension fund in exchange for rendering professional services for the benefit of the municipal pension fund.
SUBCONTRACTOR OR ADVISOR	Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a contractor.
AFFILIATED ENTITY	Any of the following: <ol style="list-style-type: none"> 1. A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm. 2. An organization recognized by the Internal Revenue Service as a tax-exempt organization under section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501 (c)) established by a lobbyist or lobbying firm or an affiliated entity.
CONTRIBUTIONS	As defined in section 1621 of the act of June 3 rd , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
POLITICAL COMMITTEE	As defined in section 1621 of the act of June 3 rd , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
EXECUTIVE LEVEL EMPLOYEE	Any employee or person or the person’s affiliated entity who: <ol style="list-style-type: none"> 1. Can affect or influence the outcome of the person’s or affiliated entity’s actions, policies, or decisions relating to pensions and the conduct of business with a municipality or a municipal pension system; or 2. Is directly involved in the implementation or development policies relating to pensions, investments, contracts or procurement or the conduct of business with a municipality or municipal pension system.
MUNICIPAL PENSION SYSTEM	Any qualifying pension plan, under Pennsylvania state law, for any municipality within the Commonwealth of Pennsylvania; includes the Pennsylvania Municipal Retirement System. <i>Example: the Police Pension Plan for the Borough of Winchesterville</i>
MUNICIPAL PENSION SYSTEM OFFICIALS AND EMPLOYEES; MUNICIPAL OFFICIALS AND EMPLOYEES	Specifically , those listed in TABLE 2 titled: “List of Pension System and Municipal Officials and Employees” on the next page. Where applicable, includes any employee of the Requesting Municipality .
PROFESSIONAL SERVICES CONTRACT	A contract to which the municipal pension system is a party that is: (1) for the purchase of professional services including investment services, legal services, real estate services, and other consulting services; and, (2) not subject to a requirement that the lowest bid be accepted.

List of Municipal Officials for the Requesting Municipality

Certain requests for information in this form will refer to a “**List of Municipal Officials.**” To assist you in preparing your answers, you should consider the following names to be a complete list of pension system and municipal officials and employees. Throughout this Disclosure Form, the below names will be referred to as the “*List of Municipal Officials.*”

Employees

Derek Martin, Executive Director

James Pacansky, Chief Financial Officer

Appointed Officials (Board Members)

Mary Beth Smialek

Pat Cappabianca

Richard Wagner

Dan Giannelli

David Hallman

Aaron Susmarski

Christopher Parker

Andrea Zdaniewski

Greg Hayes

Jennifer Gornall, Esq. - Solicitor