

From: Sledzinska, Elisa
Sent: Tuesday, December 22, 2015 4:10 PM
To: Berlin, Steve
Subject: Holiday Gift from Etihad and SSP

Steve,

Please see the attached letters for your records.

Since the CDA has a no gift policy and both Etihad and SSP are private companies, our GC recommended donating the edible gifts. A decision was made to donate the gift to the USO of Illinois at O'Hare.

Thank you.

Elisa Sledzinska
Commissioner's Office
Chicago Department of Aviation



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

Etihad Airlines
c/o Matt Stoner
O'Hare Airport
International Terminal 5
11601 Touhy
Bldg 325
Chicago, IL 60666

Tuesday, December 22, 2015

Dear Mr. Stoner,

On behalf of the Chicago Department of Aviation (CDA) and Commissioner Ginger S. Evans, thank you for the holiday gift. While the gesture is appreciated, it cannot be accepted based upon the CDA's Ethics Policy.

The CDA has a zero-gift policy. In essence, the City of Chicago has a law that contains several restrictions on receiving gifts. In addition to the City law, the Chicago Department of Aviation has a policy that prohibits any gifts by vendors or prospective vendors to be accepted by department employees and their families. The policy states that regardless of the value of the gift, any employee whose duties or responsibilities involve the Chicago Department of Aviation cannot accept gifts.

Therefore, the CDA has donated the edible treats to the USO of Illinois. The USO of Illinois' mission is to enhance the quality of life of the U.S. Armed Forces personnel and their families and to create a cooperative relationship between U.S. military communities and involved or supporting civilian communities. The USO of Illinois O'Hare Center, located in Terminal 2 and 3, is a "Home Away From Home" for traveling military and their families. Volunteers are staffed 24 hours a day to assist the travelers with their transportation needs. Your holiday gift will bring happiness to many military personnel and their families.

We wish you and everyone at Etihad Airways a very joyous Holiday Season.

Thank you.

Sincerely,

Elisa Sledzinska
Chicago Department of Aviation

cc: Chicago Board of Ethics



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

SSP
Corporate Headquarters
19465 Deerfield Avenue
Suite 105
Lansdowne, VA 20176

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We wish you and everyone at SSP a very joyous Holiday Season.

Thank you.

Sincerely,

Elisa Sledzinska
Chicago Department of Aviation

cc: Chicago Board of Ethics