



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

January 3, 2014

Erin Gruver
Aeroterm
201 West Street, Suite 200
Annapolis, MD. 21401

Dear Mr. Gruver,

On behalf of the Chicago Department of Aviation (CDA), I would like to thank you for the very thoughtful gift of a \$25 gift card to Amazon. While I appreciate the gesture, I cannot accept your gift based upon the CDA's Ethics Policy.

Therefore, we are returning them back to you via US Postal Mail.

We have a zero-gift policy at the CDA, which is described in the attached brochure from the City of Chicago Board of Ethics. In essence, CDA personnel are prohibited from offering or receiving gifts, regardless of their value, to or from contractors or consultants.

We will accept and thank you for your good wishes.

Sincerely,

Karen Pride
Chicago Department of Aviation

Attachment

cc: Chicago Board of Ethics
Document Control
Angela Manning