



**NOTICE OF PUBLIC MEETINGS  
HILLSBOROUGH COUNTY AVIATION AUTHORITY**

The evaluation committee is scheduled to meet at the times, dates and locations listed below to review and evaluate the responses for Request for Proposals No.: 78007 for Property and Liability Insurance Broker Services at Tampa International Airport.

| <b>Meeting</b>                    |            | <b>Time</b> | <b>Date</b>    | <b>Conference Room</b> |
|-----------------------------------|------------|-------------|----------------|------------------------|
| Minimum Qualifications Evaluation | Public     | 9:00 a.m.   | March 4, 2020  | Earhart                |
| Technical Evaluation              | Public     | 9:00 a.m.   | March 26, 2020 | Earhart                |
| Technical Evaluation              | Public     | 9:00 a.m.   | March 27, 2020 | Earhart                |
| Interviews                        | Non-Public | TBD         | March 31, 2020 | Lobby A                |
| Interviews                        | Non-Public | TBD         | April 1, 2020  | Lobby A                |
| Technical Evaluation              | Public     | TBD         | April 2, 2020  | Lobby A                |
| Technical Evaluation              | Public     | TBD         | April 3, 2020  | Earhart                |
| Final Technical Evaluation        | Public     | 9:30 a.m.   | April 14, 2020 | Lobby B                |

The Lobby conference rooms are located in the Administrative Offices Building, adjacent to the Main Terminal. Take the elevator or escalator to the 2<sup>nd</sup> floor of the Main Terminal. Go to the Yeager elevators on the red side. Exit through the sliding glass doors to the right of the Yeager elevators. Take the crosswalk that leads to the Administrative Offices Building. Enter the lobby. The conference rooms are down the hallway on the right.

The Earhart Conference Room is located on the 3rd Floor of the Main Terminal at Tampa International Airport, 4160 George J. Bean Parkway, Suite 2400, Tampa, Florida, 33607. Take the blue Earhart elevators to the 3rd floor of the Main Terminal. The conference room is between Airside A and the Earhart elevators. For parking information, visit the Authority's website at [www.TampaAirport.com/parking/index.asp](http://www.TampaAirport.com/parking/index.asp).

PLEASE NOTE: Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose the person desiring to appeal may need to ensure that a verbatim record of the proceeding is made which includes the testimony and

evidence upon which the appeal is based. Additionally, Florida law requires public agencies to provide accessibility to a public meeting upon receipt of a written request by a person with a physical disability at least 48 hours prior to the meeting. Any person requiring accommodations to attend or participate in a meeting of the Hillsborough County Aviation Authority should contact the office of Joe Lopano, Chief Executive Officer, at Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 875-6670. Any questions, contact Kathleen Fisher, Procurement Agent by phone at (813) 870-8732 or via email at [KFisher@TampaAirport.com](mailto:KFisher@TampaAirport.com).