



# Tampa International Airport

**AVIATION AUTHORITY**

**REGULAR BOARD MEETING**

**Wednesday, December 7, 2016**

**9:00 A.M.**

**Boardroom**

**Level 3 at Tampa International Airport**

## **AGENDA**

Any person who desires to appeal any decisions made at this meeting will need a record of the proceedings and for that purpose 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. Any person requiring reasonable accommodations to attend any public meeting because of a disability or physical impairment must submit a written request to Joseph W. Lopano, Chief Executive Officer, Hillsborough County Aviation Authority, Post Office Box 22287, Tampa, FL 33622 or via facsimile at (813) 870-7868. Such request must be received at least 48 hours before the meeting. If you have any questions, please call (813) 870-8701.

TABLE OF CONTENTS

**A. CALL TO ORDER.....4**

**B. PLEDGE OF ALLEGIANCE.....4**

**C. APPROVAL OF THE AGENDA.....4**

**D. PUBLIC COMMENTS .....4**

**E. APPROVAL OF THE MINUTES - Regular Authority Meeting – November 3, 2016.....4**

**F. MANAGEMENT REPORT.....4**

**G. APPROVAL OF THE CONSENT AGENDA.....4**

1. Amendment No. 1 to Bond Counsel Services Agreement, Holland & Knight LLP, Tampa International Airport, Resolution No. 2016-118 ..... 5

2. Amendment No. 2 to Disclosure Counsel Services Agreement, GrayRobinson, P.A., Tampa International Airport, Resolution No. 2016-117 ..... 6

3. Amendment No. 3 to Contract for Special Legal Services, Hopping, Green & Sams, P.A., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2016-121.. 7

4. Authorization for Expenditure of Federal Forfeiture Funds, Tampa International Airport ..... 9

5. Aviation Authority Meeting Dates for Calendar Year 2017 ..... 10

6. Ground Lease with Improvements, Hillsborough County and the Hillsborough County Sheriff’s Office, Tampa Executive Airport, Resolution No. 2016-124 ..... 11

7. Purchase Orders, Police Rated, Administrative, Utility Vehicles, Trucks & Vans utilizing Florida Sheriffs Association Contract No. FSA16-VEH24.0, Alan Jay Nissan, Inc. and Stingray Chevrolet LLC, Tampa International Airport ..... 13

8. Purchase Order, Cab & Chassis & Other Fleet Equipment utilizing Florida Sheriffs Association Contract No. FSA16-VEH14.0, Duval Ford, LLC, Palmetto Ford, and Everglades Farm Equipment, HCAA Project No. 6445 17, Tampa International Airport..... 14

9. Purchase Order, Oshkosh Global Striker 3,000 gallon ARFF Vehicle utilizing National Joint Powers Alliance (NJPA) Contract No. 102811-OKC, HCAA Project No. 6445 17, Oshkosh Airport Products, LLC, Tampa International Airport ..... 15

**H. POLICIES OR RULES FOR CONSIDERATION OR ACTION .....16**

**I. COMMITTEE REPORTS .....17**

**J. UNFINISHED BUSINESS .....18**

1. Amendment No. 2 to the Part 1 Design-Build Contract, Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14, Skanska USA Building, Inc., Tampa International Airport, Resolution No. 2016-113 ..... 18

**K. NEW BUSINESS .....20**

1. Construction Contract, Airfield Support Facility Roof Rehabilitation, HCAA Project No. 6150 16, Gulf States Industries, Inc., Tampa International Airport, Resolution No. 2016-78 ..... 20

2. Maintenance Contract, Landscape Maintenance Services, Luke Brothers, Inc., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2016-122 ..... 22

3. Selection of Firm to Provide Direct Placement Financing, Tampa International Airport, Resolution No. 2016-123..... 24

**TABLE OF CONTENTS (Continued)**

L. **PRESENTATIONS** - None .....26  
M. **STAFF REPORTS**.....26  
N. **ADJOURNMENT** .....26

- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **APPROVAL OF THE AGENDA**
- D. **PUBLIC COMMENTS**
- E. **APPROVAL OF THE MINUTES** - Regular Authority Meeting – November 3, 2016
- F. **MANAGEMENT REPORT**
- G. **APPROVAL OF THE CONSENT AGENDA**

**G. CONSENT ITEM**

1. Amendment No. 1 to Bond Counsel Services Agreement, Holland & Knight LLP, Tampa International Airport, Resolution No. 2016-118
- 

- I. Background:

The Authority contracts with Holland & Knight LLP (Holland & Knight) to provide bond counsel services relating to issuance of bonds. The initial term of the Bond Counsel Services Agreement (Agreement) is March 1, 2012 through February 28, 2017 with two, one-year options to renew at the sole option of the Authority Board. Holland & Knight is paid based on approved hourly fees for special advisory services in the total not-to-exceed amount of \$500,000 and is also paid a debt issue transaction fee ranging from \$1.00 to \$1.13 per \$1,000 of par value for bonds or other debt issues as approved by the Board for each issuance.

- II. Proposal:

This Amendment No. 1 to the Agreement exercises the two, one-year renewal options, thereby revising the end date of the Agreement to February 28, 2019. The not-to-exceed amount for special advisory services remains unchanged. The debt issue transaction fee range is increased from \$1.10 to \$1.25 per \$1,000 of par value.

- III. Funding:

Funding for special services is included in the O&M budget. Funding for bond or debt transactions is included in the bond or debt issue proceeds.

- IV. Recommendation:

Management recommends adoption of Resolution No. 2016-118.

- V. Resolution:

**Resolution No. 2016-118 approves and authorizes the execution of Amendment No. 1 to Bond Counsel Services Agreement at Tampa International Airport with Holland & Knight LLP; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

**G. CONSENT ITEM**

2. Amendment No. 2 to Disclosure Counsel Services Agreement, GrayRobinson, P.A., Tampa International Airport, Resolution No. 2016-117
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**I. Background:**

The Authority contracts with GrayRobinson, P.A. (GrayRobinson) to provide disclosure counsel services including special advisory services and bond issue transaction services. The initial term of the Disclosure Counsel Services Agreement (Agreement) is March 1, 2012 through February 28, 2017 with two, one-year options to renew at the sole option of the Authority Board. GrayRobinson is paid based on approved hourly fees for special advisory services in the total not-to-exceed amount of \$600,000 and is also paid a debt issue transaction fee of \$0.75 per \$1,000 of par value for bonds or other debt issues as approved by the Board for each issuance.

**II. Proposal:**

This Amendment No. 2 to the Agreement exercises the two, one-year renewal options, thereby revising the end date of the Agreement to February 28, 2019. The not-to-exceed amount for special advisory services and the debt issue transaction fee remain unchanged.

**III. Funding:**

Funding for special services is included in the O&M budget. Funding for bond or debt transactions is included in the bond or debt issue proceeds.

**IV. Recommendation:**

Management recommends adoption of Resolution No. 2016-117.

**V. Resolution:**

**Resolution No. 2016-117 approves and authorizes the execution of Amendment No. 2 to Disclosure Counsel Services Agreement at Tampa International Airport with GrayRobinson, P.A.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

**G. CONSENT ITEM**

3. Amendment No. 3 to Contract for Special Legal Services, Hopping, Green & Sams, P.A., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2016-121
- 

**I. Background:**

The Authority has been working closely with the Florida Department of Environmental Protection (FDEP) to complete the environmental rehabilitation of Authority-owned property where certain underground contaminants have been identified. Outside counsel is necessary for their special expertise and resources to assist in either closing these sites outright or negotiating site rehabilitation funding opportunities which will result in site closure at a reduced cost to the Authority.

On May 5, 2016, a Contract for Special Legal Services (Contract) was executed with Hopping, Green & Sams, P.A. for special legal services related to environmental law and other related legal matters in a total not-to-exceed amount of \$35,000. The initial term of the Contract is May 5, 2016 through May 4, 2017, with one, two-year renewal option at the discretion of the Authority General Counsel or Assistant General Counsel. The Authority may cancel the Contract with 30 days advance written notice.

The Contract has previously been amended twice to increase the total not-to-exceed amount to \$100,000.

**II. Proposal:**

This Amendment No. 3 authorizes an increase of \$50,000 to the Contract for a new total not-to-exceed Contract amount of \$150,000. Hopping, Green & Sams, P.A. will continue to represent the Authority with regard to ongoing legal matters related to environmental law.

**III. Funding:**

This item is included in the Capital Budget.

**G3 (Continued)**

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IV. Recommendation:

Management recommends adoption of Resolution No. 2016-121.

V. Resolution:

**Resolution No. 2016-121 approves and authorizes execution of Amendment No. 3 to the Contract for Special Legal Services at Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports with Hopping, Green & Sams, P.A.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**



**G. CONSENT ITEM****4. Authorization for Expenditure of Federal Forfeiture Funds, Tampa International Airport**

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**I. Background:**

Under provisions of the U.S. Department of Treasury Guide to Equitable Sharing for Foreign Countries and Federal, State and Local Law Enforcement Agencies (Guide), Federal forfeiture funds shared with local law enforcement agencies must be expended for law enforcement purposes.

Authority Standard Procedure S440.14 requires expenditures from Federal forfeiture funds to be made only after approval from Legal Affairs and the Authority Board. Legal Affairs has reviewed this request and agrees with the expenditures.

**II. Proposal:**

Authorize the expenditure of Federal forfeiture funds to be used by the Tampa International Airport Police Department in an amount not-to-exceed \$86,421.90 for the purchase of an interoperability software system which will allow for secure sharing of communication and data content with other agencies.

**III. Funding:**

This item is included in the Federal Forfeiture Funds Budget.

**IV. Recommendation:**

The Chief Executive Officer recommends the Board authorize the expenditure of Federal forfeiture funds and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**

**G. CONSENT ITEM**5. Aviation Authority Meeting Dates for Calendar Year 2017

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I. Background:

As required by State Law, it is necessary for the Aviation Authority to adopt a meeting schedule for the upcoming year.

II. Proposal:

The following schedule is proposed for 2017:

Time:	9:00 a.m.
Location:	Boardroom HCAA Offices
Dates:	Thursday, February 2 Thursday, March 2 Thursday, April 6 Thursday, May 4 Thursday, June 1 Thursday, August 3 Thursday, September 7 Thursday, October 5 Thursday, November 2 Thursday, December 7

III. Recommendation:

The Chief Executive Officer recommends approval of the proposed Aviation Authority meeting dates for calendar year 2017.

**The Board may act on this by motion; no resolution is required.**

**G. CONSENT ITEM**

6. Ground Lease with Improvements, Hillsborough County and the Hillsborough County Sheriff’s Office, Tampa Executive Airport, Resolution No. 2016-124

I. Background:

Since December 31, 1996, Hillsborough County (County) and the Hillsborough County Sheriff’s Office (Sheriff) have leased 2.49 acres of land from the Authority on which the Sheriff constructed a non-commercial hangar facility, apron and other improvements used for the storage and maintenance of the Sheriff’s aircraft. Title to these improvements passes to the Authority on January 1, 2017. In lieu of cash rent and fuel flowage fees, the Sheriff has provided in-kind patrol services at Tampa Executive Airport. The 2015-16 contract year rent was \$30,345.80. The current lease expires on December 31, 2016.

II. Proposal:

This Ground Lease with Improvements (Lease) continues the County and Sheriff’s use of the non-commercial hangar facility, on a triple net basis, for the initial term of January 1, 2017 through December 31, 2021, with three five-year renewal options upon approval by the Authority’s Chief Executive Officer or designee. Either party may terminate the Lease upon 180 days written notice. The Sheriff will no longer provide in-kind services under the Lease but will instead pay rent as outlined below:

Dates	Annual	Monthly
January 1, 2017 to December 31, 2017	\$93,390.34	\$7,782.53
January 1, 2018 to December 31, 2018	\$96,790.34	\$8,065.86
January 1, 2019 to December 31, 2019	\$100,190.34	\$8,349.19
January 1, 2020 to December 31, 2020	\$103,590.34	\$8,632.53
January 1, 2021 to December 31, 2021	\$106,990.34	\$8,915.86

The annual rent will be adjusted at each renewal option, if exercised, to the then appraised fair market rental value, and will increase at one percent (1%) per year for each year thereafter throughout each renewal option.

**G6 (Continued)**

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In addition to the payment of rent, the County is required to pay a cash fuel flowage fee equal to \$0.05 per gallon on aircraft fuel delivered to the premises.

III. Funding:

N/A

IV. Recommendation:

Management recommends adoption of Resolution No. 2016-124.

V. Resolution:

**Resolution No. 2016-124 approves and authorizes the execution of the Ground Lease with Improvements at Tampa International Airport with Hillsborough County and Hillsborough County Sheriff's Office; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

**G. CONSENT ITEM**

7. Purchase Orders, Police Rated, Administrative, Utility Vehicles, Trucks & Vans utilizing Florida Sheriffs Association Contract No. FSA16-VEH24.0, Alan Jay Nissan, Inc. and Stingray Chevrolet LLC, Tampa International Airport
- 

**I. Background:**

The Authority fiscal year 2017 equipment budget provides for the purchase of an assortment of vehicles and equipment for the Police and Maintenance Departments.

Authority Policy P410 authorizes the utilization of federal, state, local or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.

**II. Proposal:**

Authorize the issuance of purchase orders to Alan Jay Nissan, Inc. and Stingray Chevrolet LLC for the purchase of one van, one K9 vehicle and two police vehicles respectively, utilizing the Florida Sheriffs Association Contract No. FSA16-VEH24.0 for the term of December 7, 2016 through September 30, 2017 in the total amount not to exceed amount of \$138,000.

**III. Funding:**

This item is included in the Capital Budget.

**IV. Recommendation:**

The Chief Executive Officer recommends the Board award and authorize the issuance of purchase orders to Alan Jay Nissan, Inc. and Stingray Chevrolet LLC and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**

**G. CONSENT ITEM**

8. Purchase Orders, Cab & Chassis & Other Fleet Equipment utilizing Florida Sheriffs Association Contract No. FSA16-VEH14.0, Duval Ford, LLC, Palmetto Ford, and Everglades Farm Equipment, HCAA Project No. 6445 17, Tampa International Airport
- 

**I. Background:**

The Authority fiscal year 2017 equipment budget provides for the purchase of an assortment of vehicles and equipment for Aircraft Rescue and Fire Fighting and the Maintenance Department.

Authority Policy P410 authorizes the utilization of federal, state, local or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.

**II. Proposal:**

Authorize the issuance of purchase orders to Duval Ford, LLC, Palmetto Ford, and Everglades Farm Equipment for an Advance Life Support and fire vehicle, a dump truck, a 15' batwing mowing deck and a 5' mowing deck respectively, utilizing the Florida Sheriffs Association Contract No. FSA16-VEH14.0 for the term of December 7, 2016 through September 30, 2017 in the total not to exceed amount of \$252,000.

**III. Funding:**

This item is included in the Capital Budget.

**IV. Recommendation:**

The Chief Executive Officer recommends the Board award and authorize the issuance of purchase orders to Duval Ford, LLC, Palmetto Ford, and Everglades Farm Equipment and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**

**G. CONSENT ITEM**

9. Purchase Order, Oshkosh Global Striker 3,000 gallon ARFF Vehicle utilizing National Joint Powers Alliance (NJPA) Contract No. 102811-OKC, HCAA Project No. 6445 17, Oshkosh Airport Products, LLC, Tampa International Airport
- 

**I. Background:**

The Authority's fiscal year 2017 equipment budget provides for the purchase of an Oshkosh Global Striker 3,000 gallon ARFF Vehicle to replace a 1996 Oshkosh 3,000 gallon truck that has reached its service life.

Authority Policy P410 authorizes the utilization of federal, state, local or multi-state cooperative purchasing contracts to purchase goods and services without obtaining three quotes or advertisement.

**II. Proposal:**

Authorize the issuance of a purchase order to Oshkosh Airport Products, LLC for the purchase of an Oshkosh Global Striker 3,000 gallon ARFF Vehicle utilizing NJPA Contract No. 102811-OKC in the total not to exceed amount of \$1,125,000.

**III. Funding:**

This item is included in the Capital Budget.

**IV. Recommendation:**

The Chief Executive Officer recommends the Board authorize the issuance of a purchase order to Oshkosh Airport Products, LLC and authorize the Chief Executive Officer or his designee to execute all other ancillary documents.

**The Board may act on this by motion; no resolution is required.**

H. POLICIES OR RULES FOR CONSIDERATION OR ACTION

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I. COMMITTEE REPORTS

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**J. UNFINISHED BUSINESS**

1. Amendment No. 2 to the Part 1 Design-Build Contract, Checked Baggage System Upgrades and Optimization, HCAA Project No. 5991 14, Skanska USA Building, Inc., Tampa International Airport, Resolution No. 2016-113
- 

**I. Background:**

On September 4, 2014, the Board awarded a Part 1 Design-Build Contract to Skanska USA Building, Inc. for design of the Checked Baggage System Upgrades and Optimization - Construction project in the not-to-exceed amount of \$3,799,936.85 for basic services and the not-to-exceed amount of \$419,106.00 for reimbursable expenses, bringing the total Part 1 Design-Build Contract amount to \$4,219,042.85.

On April 7, 2016, the Board awarded Amendment No. 1 to the Part 1 Design-Build Contract in the not-to-exceed amount of \$1,478,935.15, bringing the total combined Part 1 Design-Build Contract amount to \$5,697,978.00.

The DBE goal after Amendment No. 1 was established at 12.0%.

**II. Proposal:**

This Amendment No. 2 to the Part 1 Design-Build Contract provides for a change in scope of the project design required to address additional TSA design criteria.

The work designed under this Part 1 Design-Build Contract will be for the checked baggage system serving Airsides A and C. Any design efforts for the future checked baggage system upgrades and optimization serving Airsides E and F will be included in a future contract or amendment.

The not-to-exceed amount for this Amendment No. 2 will be \$468,790.00, bringing the total combined Part 1 Design-Build Contract amount to date to \$6,166,768.00.

Amendment No. 2 will change the DBE goal to 11.3%.

**III. Funding:**

This item is included in the Capital Budget.

**J1 (Continued)**

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IV. Recommendation:

Management recommends adoption of Resolution No. 2016-113.

V. Resolution:

**Resolution No. 2016-113 authorizes execution of Amendment No. 2 to Part 1 Design-Build Contract for Checked Baggage System Upgrades and Optimization at Tampa International Airport with Skanska USA Building, Inc.; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

**K. NEW BUSINESS**

1. Construction Contract, Airfield Support Facility Roof Rehabilitation, HCAA Project No. 6150 16, Gulf States Industries, Inc., Tampa International Airport, Resolution No. 2016-78

I. Background:

This project includes the rehabilitation of the roof of Tampa International Airport's Airfield Support Facility. A low bid solicitation was advertised on September 21, 2016.

II. Proposal:

On November 8, 2016, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Bid Amount</u>
Gulf States Industries, Inc.	\$1,019,997.00
Ryman Construction of Florida, Inc.	\$1,150,000.00

Ryman Construction of Florida, Inc. was deemed non-responsive for failure to include a Bid Bond with their response.

Subsequent to the bid opening, the Authority met with Gulf States Industries, Inc., the sole responsive and responsible bidder, and, in accordance with Policy P410, Procurement, was able to negotiate a revised Contract award amount of \$979,000.00.

There was no W/MBE expectancy for this Contract.

The lowest responsive and responsible bidder is Gulf States Industries, Inc.

III. Funding:

This item is included in the Capital Budget.

IV. Recommendation:

Management recommends adoption of Resolution No. 2016-78.

**K1 (Continued)**

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V. Resolution:

**Resolution No. 2016-78 approves and authorizes the award and execution of the Construction Contract for Airfield Support Facility Roof Rehabilitation, HCAA Project No. 6150 16 at Tampa International Airport with Gulf States Industries, Inc. in the amount of \$979,000.00; approves rejection of bid from Ryman Construction of Florida, Inc. as non-responsive; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

**K. NEW BUSINESS**

- 2. Maintenance Contract, Landscape Maintenance Services, Luke Brothers, Inc., Tampa International, Peter O. Knight, Tampa Executive and Plant City Airports, Resolution No. 2016-122

I. Background:

The Authority is seeking a firm to provide landscape maintenance services for parcels located on the perimeter of the Tampa International Airport property including Air Cargo Road on the east, Hoover Blvd. on the north and areas of Spruce St. on the south. Mowing services will be performed on a weekly basis from March through October and every two weeks from November through February. Maintenance of the landscape beds will be performed on a monthly basis at Tampa International Airport and twice monthly at each of the three GA airports.

A low bid solicitation was advertised on September 29, 2016.

II. Proposal:

On Thursday, October 20, 2016, bids were publicly opened and read aloud as follows:

<u>Company Name</u>	<u>Annual Bid Amount</u>
Luke Brothers, Inc.	\$69,630.00
Deere-Scape, LLC	\$101,528.64
Yellowstone Landscape-Southeast, LLC	\$104,879.08
ABM Landscape and Turf Services	\$115,020.44
Duval Landscape Maintenance, LLC	\$115,076.00
Premier Lawn Maintenance	\$210,800.00
The Davey Tree Expert	\$235,840.00

No specific expectancy for W/MBE participation was established.

The lowest responsive and responsible bidder is Luke Brothers, Inc.

The term of the Contract is for the period of January 3, 2017 through January 2, 2018 with two, one-year renewal options at the discretion of the CEO. The not-to-exceed amount for the three-year term of the Contract is \$214,500.00 which includes funding

**K2 (Continued)**

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for extra work as needed. The Authority may cancel the Contract immediately and without notice for cause, and may terminate without cause at any time upon 30 days written notice.

**III. Funding:**

This item is included in the O&M Budget.

**IV. Recommendation:**

Management recommends adoption of Resolution No. 2016-122.

**V. Resolution:**

**Resolution No. 2016-122 approves and authorizes the award and execution of the Landscape Maintenance Services Contract at Tampa International, Peter O. Knight, Tampa Executive, and Plant City Airports with Luke Brothers, Inc. in the total not-to-exceed amount of \$214,500.00; and authorizes the Chief Executive Officer or his designee to execute all other ancillary documents.**

**K. NEW BUSINESS**

3. Selection of Firm to Provide Direct Placement Financing, Tampa International Airport, Resolution No. 2016-123
- 

**I. Background:**

As part of the Authority financial planning program, outstanding bonds are reviewed on an on-going basis as they become eligible for refunding. This review includes an analysis of potential savings by refinancing the debt at lower interest rates and also evaluates which methods of refunding would be most beneficial to the Authority. The Authority outstanding 2008B Bonds are currently eligible for refunding. Under current market conditions, there are financial advantages to selling the new bonds required for this refunding through a direct placement with a financial institution, meaning the entire series of bonds will be placed directly with the selected institution. This approach has become more popular in recent years with many banks having been aggressive purchasers of such bonds typically with principal amounts of approximately \$50 million or less with maturities of ten years or less. The Authority 2008B Bonds, currently outstanding in the amount of \$16,725,000, fit into these categories.

**II. Proposal:**

On October 7, 2016, a request for proposals was issued for Direct Placement Financing at Tampa International Airport. The request for proposals invited banks to submit proposals to provide a direct placement to refund the 2008B Bonds.

Ten responses were received and evaluated by staff. The firms are listed below in order of technical ranking:

1. TD Bank, N.A.
2. Regions Bank
3. BankUnited, N.A.
4. Wells Fargo Bank, N.A.
5. Bank of America, N.A.
6. JPMorgan Chase Bank, N.A.
7. BMO Harris Bank, N.A.
8. Florida Community Bank, N.A.
9. STI Institutional & Government, Inc.
10. Citibank, N.A.



**K3 (Continued)**

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No specific expectancy for W/MBE participation was established.

III. Funding:

N/A

IV. Recommendation:

The Chief Executive Officer recommends ranking the firms in the order listed above and award to the top ranked firm, with staff authorized to negotiate the terms and conditions of the direct placement financing with the highest ranked firm. If staff is unable to negotiate acceptable terms and conditions with the top ranked firm, they are authorized to negotiate with the next highest ranked firm and so on through the rankings until the direct placement financing terms and conditions are agreed to by staff.

V. Resolution:

**Resolution No. 2016-123 authorizes the issuance of Hillsborough County Aviation Authority Tampa International Airport Revenue Refunding Bond, 2016 Series A (Non-AMT), in the principal amount of not to exceed \$16,425,000, for the purpose of refunding all of the Authority's Tampa International Airport Revenue Bonds, 2008 Series B (Non-AMT); approves the form of a 2016A Supplemental Trust Agreement with respect to such 2016 Bond and approves certain amendments to the Trust Agreement as provided therein; delegates to staff the authority to award the sale of such 2016 Bond to TD Bank, N.A. subject to successful negotiation, or to negotiate and award the sale of the Bond to the next highest ranked bidder if agreement cannot be reached, and approves the conditions of such sale; designates the registrar, paying agent and authenticating agent for such 2016 Bond; approves the form and authorizes the execution and delivery of an Escrow Deposit Agreement and designates the Bank of New York Mellon, New York, New York, as escrow agent thereunder; provides certain findings with respect to the foregoing; provides certain other details with respect thereto; and provides an effective date.**

L. **PRESENTATIONS** - None

M. **STAFF REPORTS**

N. **ADJOURNMENT**