

Kick-off Meeting:

The Kick-off Meeting is between attendees representing the tenant and PA prior to commencement of the TAA design phase. The goal of the Kick-off Meeting is to assist the tenant's project planning efforts and to set clear expectations for the process, including a better understanding of each party's role or responsibilities. The tenant must have a project determination from the Tenant Coordinator prior to the scheduling of the Kick-off Meeting. A Kick-off Meeting is required for all TCAP projects following the TAA process.

Required Attendees:

Tenant representative(s) and the A/EOR who will be responsible for assembling and submitting the contract documents must attend the Kick-off Meeting. If the tenant has hired more than one design consultant, all A/E consultants are encouraged to attend. Construction team members (if selected) can also participate.

The Tenant Coordinator will also invite other PA staff based on the scope of the project.

Deliverables:

The Kick-off Meeting delivers all requirements and rules for the Tenant Construction and Alteration Process, helps the tenant to understand what is needed for the project to be successful, and provides an opportunity to discuss key issues affecting the design review and construction schedule (e.g., proposed packaging of contract document submittals for large projects, need for preliminary submittals, security, environmental permits, safety, external agency reviews, etc.). The tenant will be able to ask questions, gain confidence in how to proceed, set expectations, and improve their ability to plan and budget activities required to comply with the process.

Agenda:

- Team Introductions
- Review of TAA Process and Procedures
- Roles and Responsibilities
- Timing of Key Activities
- Phase 1 – Design
- Phase 2 – Construction
- Phase 3 – Close-Out & Occupancy
- Scope of Work Review
- Facility Specific Requirements
- Keys to Success
- Next Step
- Q&A

The Kick-off Meeting Presentation (link provided below) will provide you with additional details regarding the above agenda items. The Tenant Coordinator will add any information specific to the facility and to the project that might help. Meeting format will be tailored by the TC to suit the size and complexity of the project. It will be facility and scope specific.

Minutes of the Meeting:

The meeting minutes package will be issued to the tenant within 3 business days after the meeting was held. The package will include meeting minutes; attendance sign-in sheet or participants list print-out for virtual meetings; copy of the presentation adjusted/specific to the project; all applicable items from the list below and/or any other facility and project-specific items discussed during the meeting.

Preparation and Take-away Material:

- [Kick-off Meeting Presentation Rev. 10.2022](#)
- [TAA CK 03 Kick-off Meeting Agenda Rev. October 2022](#)
- [Digital Signatures & Seals](#)
- [Sustainable Project Initiation Form \(SPIF\)](#)
- [PA Sustainable Design Guidelines](#)
- [Sustainable Design TAA Process Webinar 2025](#)
- [Airport Security Guidelines Manual \(All Airports\) Rev.1.0 June 2024](#)
- [Seaport Facility Security Guidelines Manual Rev.1.0 March 2025](#)
- [TB&T and PATH Facility Security Guidelines Manual Rev.1.0 March 2025](#)
- [7460 Process Overview Presentation](#)
- [7460 FAQs Table](#)
- [7460 Site First-time External User Instruction](#)
- [Supplemental Accessibility Requirements Manual](#)
- [Supplemental Accessibility Requirements Video](#)
- [Supplemental Accessibility Requirements Checklist Rev. March 2025](#)
- [Supplemental Accessibility Requirements Restaurant and Table Seating Guide Rev. June 2025](#)
- [Airport Layout plan FAA-checklist](#)
- [PA3749D - MBE WBE Plan Rev. October 2023](#)
- [COI Minimum Insurance Requirements](#)
- [COI Landside Construction Sample](#)
- [COI Airside Construction Sample](#)
- [HASP Check List](#)
- [HASP Comments](#)
- [HASP List of FAQs](#)

- [PA3677 Asbestos Certification Form](#)
- [PA3678 08-10 - Asbestos Abatement Permit Application](#)
- [OSD NJ Review Comments](#)
- [OSD NY Review Comments](#)
- [OSD NYC Article 81 and NJ Admin Code 8.24](#)
- [Design Submittals - Commonly Missed Items](#)
- [EMP Determination Form](#)
- [EMP Management Plan and Checklist](#)
- [Environmental Permits – External](#)
- [Cranes and Derricks Rev. 05.2019](#)
- [Crane Checklist](#)
- [Protocol to erect tower cranes](#)
- [Aviation Project Security Plan Template](#)
- [Aviation Security Construction Procedures](#)
- [JFK Fire Safety Standard Comments](#)
- [APD - Common Comments](#)
- [Radio System - Common Comments](#)
- [PATH on-track-safety-program](#)
- [EWR Environmental Field Comments](#)
- [TAA CK 04 – Conceptual Rev. October 2022](#)
- [TAA CK 05 - Preliminary Architectural](#)
- [PA 531 Rev. April 2024](#)
- [TAA Ph 1 07 Drawing List](#)
- [Architect / Engineer of Record Certification Form TAA Ph 4 01 & Instructions](#)