

Orientation Meeting:

A briefing to all new tenants given by the PA's Tenant Coordinator (TC) on the Tenant Construction and Alteration Process (TCAP) once a signed lease agreement is in place and prior to the Tenant beginning any work on their space.

Existing tenants may request a refresher Orientation Meeting with the Tenant Coordinator for any reason, including but not limited to a review of how to use the Tenant Construction and Alteration Process; an overview of the process for a new project team; and to review any recent updates to the process.

Required Attendees:

Tenant representative and tenant's design and construction team (if selected)

PA Tenant Coordinator and other PA staff as determined by TC based on the scope of the project

Deliverables:

The Orientation Meeting delivers all requirements and rules for the Tenant Construction and Alteration Process and helps the tenant understand what is needed in order to retain the design / construction team and for the project to be successful. The tenant has an opportunity to ask questions and gain confidence in how to proceed. The session helps tenants set expectations and improve their ability to plan and budget activities required to comply with the process.

Agenda:

- Team Introductions
- PA Overview
- Welcome to TCAP Land
- Build With Us
- TCAP Process Overview
- Roles and Responsibilities
- Retaining your A/EOR and Contractor
- TCAP Mission
- Q&A

Preparation and Take-away Materials:

The Tenant Coordinator will be using the materials listed below in preparation for the Orientation Meeting.

The list below (with links) includes items that will help you to prepare for the orientation meeting; might take a longer time to complete / long lead items (such as Asbestos Survey and FAA Form 7460); items required in order to proceed to the next step of the process (submittal of PIF and SPIF) are also listed below.

- [Orientation Meeting Presentation](#)
- [Project Initiation Form \(PIF\) Rev. September 2025](#)
- [Sustainable Project Initiation Form \(SPIF\) \(required for TAA projects\)](#)
- [PA Sustainable Design Guidelines](#)
- [PA 3677 Asbestos Certification Form](#)
- [PA 3678 Asbestos Abatement Permit Application](#)
- [Digital Signatures and Seals Guidelines](#)
- [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 FAQ Table](#)
- [7460 Site First -time External User Presentation](#)
- [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](#)

Minutes of the Meeting:

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