

Mississippi State Port Authority Tenant and Partner Advisory Committee

The Tenant and Partner Advisory Committee (TPAC) is established by the Mississippi State Port Authority (Port) to represent and articulate tenant and partner interests, providing an effective channel for communication between the Port and its stakeholders. The TPAC will operate concurrently with the Community Advisory Committee (CAC), which will consist of community stakeholders representing a diverse cross section of Gulfport's near port community.

Together the TPAC and CAC will play essential roles in advising on critical issues and projects brought before them by Port leadership. This collaborative input will enhance stakeholder relations, operational efficiency, and integrate community health and well-being into the Port's strategic objectives.

- I. TPAC Mission Statement:** To serve as a bridge between the Port and its operational and business stakeholders, providing a forum for education, information exchange, and collaborative dialogue. This committee is dedicated to enhancing an understanding of the Port's operations, projects, and impacts, thereby fostering great stakeholder relations.

II. Objectives of the Committee

1. Educate and Inform
 - To provide insight and information about the Port's activities, projects, and development plans to tenants and partners.
2. Gather and Provide Feedback
 - To solicit and compile tenant and partner input, concerns, and feedback on various Port-related projects, including grant projects, workforce development issues, and environmental plans.
 - To serve as a sounding board for the Port leadership, offering community perspectives and informal advice on proposed projects and initiatives.
3. Enhance Communication and Collaboration
 - To facilitate open and ongoing communication between the Port and its tenant and partners, ensuring transparency and a well-informed committee.
 - To encourage dialogue and collaboration, enabling the Port to align its activities more closely with operational interest and needs.
4. Support Stakeholder and Customer Relations

- To contribute to building a positive and constructive relationship between the Port and its tenants and partners.

5. Advise and Support

- To provide Port leadership with informal, non-binding advice and recommendations based on community feedback and insights.
- To support the Port in identifying and understanding the customers perspective, expectations, and concerns.

III. Scope of Participation

Decision-Making

Participation in the Tenant and Partner Advisory Committee offers a valuable opportunity to share insights and feedback. However, it is important to note that the committee members do not hold decision-making authority over MSPA activities. The role is advisory in nature, aimed at providing informed perspectives to MSPA staff without the expectation of issuing directives.

IV. Membership

The Advisory Committee shall be comprised of relevant organization representatives, reflecting the Port's key tenants and partners.

Representatives are key decision makers for the organizations of which they represent. To uphold the effectiveness and integrity of the committee, consistent participation is highly valued. Members are expected to attend all scheduled meetings to the best of their ability. Selected tenants and partners may send a substitute representative if the primary participant is unavailable.

Port leadership believes that the collective expertise and diverse viewpoints of the committee members are crucial in guiding the MSPA towards a future that aligns with the needs, health, and economic vitality of the Port's operational and business community.

V. Meeting Guidelines and Communications

1. Meetings: The committee will meet regularly on a bi-monthly basis. If the Port determines a necessity for a meeting outside of the regularly bi-monthly meeting schedule, the Port may call a special meeting in alignment with member availability. Written notices for upcoming meetings will be provided to members in a timely manner. Meetings will be held at the MSPA administrative offices on the 14th floor of the Hancock Whitney Tower or other prearranged locations.

2. **Quorum:** A quorum of the Committee is defined as more than 50% of the current committee members. In instances where one or more committee seats are vacant, these seats will not be counted in determining the quorum - the quorum will be calculated based on the number of filled seats only.
3. **Meeting Recording and Minutes:** Each meeting will be recorded and documented through minutes, creating a formal record for the MSPA.
4. **Formal Opinions and Voting:** At its discretion, the MSPA may request a formal, non-binding opinion on matters it brings before the committee. Any such opinion will be established through a voting process during the meetings, ensuring each member's voice is heard and recorded. This approach will guide the MSPA in considering the committee's collective viewpoint on upcoming projects and important matters.
5. **Electronic Input:** In the event the MSPA wishes to seek timely input, but it is not feasible to convene a formal meeting with a quorum, the MSPA may seek input from committee members via email. This will allow for timely consultation and decision-making, ensuring that MSPA's actions are informed by the committee's insights.

VI. Commitment to Transparency

Under the Mississippi Public Records Act, all communications of the Committee, including electronic communications, meeting minutes, and other documents related to the Committee's activities, are accessible to the public upon request, except as otherwise exempted by law. The Port is committed to upholding the principles of transparency and accountability. Committee members are advised to conduct their communications with the understanding that they may be made publicly available, in compliance with the law.