



Port Commission Regular Meeting - Supplemental Agenda

Thursday, October 23, 2025 at 1:00 PM

In Person & Videoconference - Administration Building - 1100 Cherry Street - Freeport

This meeting agenda with the agenda packet is posted online at www.portfreeport.com

The meeting will be conducted pursuant to Section 551.127 of the Texas Government Code titled "Videoconference Call." A quorum of the Port Commission, including the presiding officer, will be present at the Commissioner Meeting Room located at 1100 Cherry Street, Freeport, Texas. The public will be permitted to attend the meeting in person or by videoconference.

Join Zoom Meeting

<https://us02web.zoom.us/j/88294526788?pwd=ypUas932imTkV0i4dda1OOOtepNWHi.1>

Meeting ID: 882 9452 6788

Passcode: 613585

Original Agenda Items Posted Sept. 19, 2025:

- 1. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:**
- 2. Invocation.**
- 3. Pledge of Allegiance: U.S. Flag & Texas Flag**
- 4. Roll Call.**
- 5. Safety Briefing.**
- 6. Call to identify and discuss any conflicts of interest that may lead to a Commissioner abstaining from voting on any posted agenda item.**
- 7. Public Comment.**

Public comment on any matter not on this Agenda will be limited to 5 minutes per participant and can be completed in person or by video conference.

8. Public Testimony.

Public testimony on any item on this Agenda will be limited to 5 minutes per agenda item to be addressed per participant and can be completed in person or by videoconference. The participant shall identify in advance the specific agenda item or items to be addressed.

9. Public Hearing to discuss the Assignment of Tax Abatement Agreement with Volkswagen Group of America, Inc. and PRP KDC Freeport Development, LLC for property located in City of Freeport Reinvestment Zone No. 2022-01.

10. Approval of the Assignment of Tax Abatement Agreement with Volkswagen Group of America, Inc. and PRP KDC Freeport Development, LLC for property located in City of Freeport Reinvestment Zone No. 2022-01.

Supplemental Agenda Items to be considered:

11. Presentation of Texas Navy Admiral's Commission to Phyllis Saathoff.

12. Receive reports from Executive Staff on activities and matters related to administrative affairs, financial results, facility engineering matters, operations and vessel activity, safety matters, security matters, tenant updates, USCOE and other related port affairs.

- A. Executive Director/CEO
- B. Director of Engineering
- C. Director of Operations
- D. Director of Business & Economic Development
- E. Chief Financial Officer

13. Receive reports from Commissioners on matters related to Port Commission related meetings or conferences, port presentations and other port related matters.

14. Consent Agenda.

- A. Approval of Minutes from the Regular Meeting held September 25, 2025.

- B. Approval of Texas Port Association (TPA) dues for Fiscal Year 2025.
- C. Approval of legal bills submitted for the month of September 2025.

- 15. **Approval of a Professional Services Agreement with Pranger Group, Inc. for the Cross Dock 2 project, for an amount not to exceed \$1,258,000.00.**
- 16. **Approval of a Construction Contract with Tex-Con Construction Services for the Dole Yard 10" Sewer Line Replacement project, for an amount not to exceed \$128,904.00.**
- 17. **Approval of an Interlocal Agreement with Velasco Drainage District for Construction of a Regional Detention Facility.**
- 18. **Approval to purchase Network Equipment for Cranes 3 and 4, for an amount not to exceed \$31,760.89.**
- 19. **Approval of Port Policy 5.8 - Parental Leave.**
- 20. **EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section 551.001, et. seq., to review and consider the following:**
 - A. Under authority of Section 551.071 (Consultation with Attorney):
 - 1. Consultation with attorney under Government Code Section 551.071(1) to seek or receive attorney's advice on pending or contemplated litigation.
 - 2. Consultation with attorney under Government Code Section 551.071(2) to seek or receive attorney's advice on legal matters that are not related to litigation.
 - B. Under authority of Section 551.076 (Deliberation of Security Matters):
 - 1. Discussion regarding issues related to the deployment, or specific occasions for implementation of security personnel or devices or security audit and services.
 - C. Under authority of Section 551.087 (Economic Development Negotiations or Incentives):

1. To discuss or deliberate commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
 - i. Business & Economic Development Report including potential offers of financial or other incentives to the business prospect.
 2. To deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).
- D. Under authority of Section 551.072 (Deliberation of Real Property Matters) for discussion regarding:
1. The potential purchase, exchange, lease or value of real property located at Port Freeport, including but not limited to the real property located at and contiguous to Berths 1, 2, 3, 5, 7 and 8.
 2. The potential lease or value of real property located at Port Freeport, including but not limited to Parcel 1.
 3. The potential exchange, lease or value of real property located at Port Freeport, including but not limited to Parcels 14, 19, 27, 34 and property on Quintana Island.
- E. Under authority of Section 551.074 (Deliberation of Personnel Matters) for discussion regarding:
1. Deliberation regarding the appointment, employment, evaluation, reassignment, duties of a public officer or employee, including but not limited to: Executive Director/CEO.

21. RECONVENE OPEN SESSION:

22. Adjourn.

The Port Commission does not anticipate going into a closed session under Chapter 551 of the Texas Government Code at this meeting for any other items on the agenda, however, if necessary, the Port Commission may go into a closed session as permitted by law regarding any item on the agenda.

With this posted notice, Port Commissioners have been provided certain background information on the above listed agenda items. Copies of this information can be obtained by the public at the Port Administrative offices at 1100 Cherry Street, Freeport, TX.



Phyllis Saathoff, Executive Director/CEO

PORT FREEPORT

Participation is welcomed without regard to race, color, religion, sex, age, national origin, disability or family status. In accordance with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, persons with disabilities needing reasonable accommodations to participate in this proceeding, or those requiring language assistance (free of charge) should contact the Executive Assistant no later than forty-eight (48) hours prior to the meeting, at (979) 233-2667, ext. 4326, email: bevers@portfreeport.com.

La participación es bienvenida sin distinción de raza, color, religión, sexo, edad, origen nacional, discapacidad o situación familiar. De acuerdo con el Título II de la Ley de Estadounidenses con Discapacidades y la Sección 504 de la Ley de Rehabilitación, las personas con discapacidades que necesiten adaptaciones razonables para participar en este procedimiento, o aquellas que requieran asistencia lingüística (sin cargo), deben comunicarse con el Asistente Ejecutivo a más tardar cuarenta -ocho (48) horas antes de la reunión, al (979) 233-2667, ext. 4326, correo electrónico: bevers@portfreeport.com.



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MEMORANDUM

TO: Port Commissioners
Executive Director/CEO

FROM: Rob Lowe

DATE: September 18, 2025

SUBJECT: Assignment of Tax Abatement

The Port Commission adopted a resolution on July 28, 2022 approving the application for tax abatement between Port Freeport and Volkswagen Group of America, Inc and PRP KDC Freeport Development, LLC for property located in the City of Freeport Reinvestment Zone No. 2022-01.

On December 19, 2024 the Port Commission approved the Assignment of Lease Agreement by PRP KDC Freeport Development, LLC to Freeport TIC I, LLC, Freeport TIC II, LLC and Freeport TIC III, LLC.

PRP KDC Freeport Development, LLC has requested the assignment of its rights and obligations under the Tax Abatement Agreement with Volkswagen Group of America, Inc and PRP KDC Freeport Development, LLC for property located in the City of Freeport Reinvestment Zone No. 2022-01.

PORT COMMISSION

ROB GIESECKE, CHAIRMAN; **RUDY SANTOS**, VICE CHAIRMAN; **KIM KINCANNON**, SECRETARY; **DAN CROFT**, ASST. SECRETARY;
BARBARA FRATILA, COMMISSIONER; **RAVI K. SINGHANIA**, COMMISSIONER; **PHYLLIS SAATHOFF**, EXECUTIVE DIRECTOR/CEO

PRP KDC FREEPORT DEVELOPMENT, LLC

1909 K Street, N.W., Suite 820

Washington, DC 20006

April __, 2025

Port Freeport
1100 Cherry Street
Freeport, Texas 77541
Attn: Chief Financial Officer

Re: Tax Abatement Agreement with Volkswagen Group of America, Inc. and PRP KDC Freeport Development, LLC for Property Located in City of Freeport Reinvestment Zone No. 2022-01 dated March 22, 2023 (the “Agreement”) by and between PORT FREEPORT (the “Port”), VOLKSWAGEN GROUP OF AMERICA, INC., a New Jersey corporation (“VW”) and PRP KDC FREEPORT DEVELOPMENT, LLC, a Delaware limited liability company (“PRP”, together with the Port and VW, collectively, the “Parties”)

Ladies and Gentlemen:

Pursuant to Section 11.01 of the Agreement, PRP is hereby requesting the Port’s consent to assign PRP’s interest in the Agreement to FREEPORT TIC I, LLC, a Delaware limited liability company (“TIC I”), FREEPORT TIC II, LLC, a Delaware limited liability company (“TIC II”) and FREEPORT TIC III, LLC, a Delaware limited liability company (“TIC III”, together with TIC I and TIC II, collectively, the “Buyer”) in connection with Buyer’s acquisition of PRP’s interest in the property covered by the Agreement.

Please advise of any additional information the County requires in connection with this request. Your contact for Buyer will be Mike Meagher (mmeagher@woodbranch.com).

Thanks in advance.

Sincerely,

PRP KDC FREEPORT DEVELOPMENT, LLC,
a Delaware limited liability company

By: 

Name: Paul C. Dougherty

Title: Authorized Signatory

Cc: Mike Meagher (mmeagher@woodbranch.com)
DJ Meagher (dmeagher@woodbranch.com)
Sanford Cohen (scohen@wkpz.com)
Darla Carlisle (dcarlisle@wkpz.com)
Jake Ying (jying@prprei.com)

Woodbranch Manager, LLC

18 E 50th Street, 3rd Floor, New York, NY 10022

September __, 2025

Rob Lowe
Director of Administration/CFO
1100 Cherry St.
Freeport, TX 77541

Re: Request for Assignment of Tax Abatement Agreements

The undersigned is the Vice President of Woodbranch Manager, LLC, a Delaware limited liability company, the sole manager of Freeport TIC I, LLC, a Delaware limited liability company (“TIC I”), Freeport TIC II, LLC, a Delaware limited liability company (“TIC II”), and Freeport TIC III, LLC, a Delaware limited liability company (“TIC III”), as tenants in common which are the current owners of a ground leasehold interest (as tenant) (“Leasehold Interest 1”) in that certain ground lease agreement (“Ground Lease”) by and between PRP KDC Freeport Development, LLC, a Delaware limited liability company (“PRP”) (predecessor in interest to TIC I, TIC II, and TIC III) and Port Freeport, a conservation and reclamation district, a body politic, and a corporation and governmental agency of the State of Texas (“Port Freeport”) (as landlord) dated September 29, 2022 covering that certain property located at 2300A SH288, Freeport, Texas 77541 (the “Property”).

TIC I, LLC, TIC II, LLC and TIC III, LLC are also the owners of a ground lease interest (as sub-landlord) in that certain sublease agreement (“Leasehold Interest 2”) by and between PRP (predecessor in interest to TIC I, TIC II, and TIC III) and Volkswagen Group of America, Inc., a New Jersey corporation, (as sub-tenant) (“Sub-Tenant”) dated September 29, 2022 covering the Property (“Sub-Lease”). Leasehold Interest 1 and Leasehold Interest 2 shall collectively be referred to herein as “Leasehold Interests”.

TIC I, TIC II, and TIC III, purchased the Leasehold Interests from PRP at a closing on January 31, 2025 (the “Closing”). The transfer of the Leasehold Interest 1 was approved by Port Freeport via a Consent and Agreement dated January 31, 2025.

There presently exists the following Tax Abatement Agreements (collectively “Tax Abatement Agreements”):

- a. By and between the City of Freeport, Texas (the “City”) and PRP presented at a public hearing held by the City on July 18, 2022 and READ, PASSED AND ADOPTED BY THE CITY ON July 18, 2022 and signed by PRP on December 22, 2022;
- b. By and between Sub-Tenant, PRP, and Port Freeport dated March 22, 2023;

Woodbranch Manager, LLC

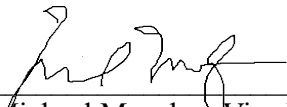
18 E 50th Street, 3rd Floor, New York, NY 10022

- c. By and between Brazosport College, Sub-Tenant and PRP dated March 6, 2023;
- d. By and between Brazoria County, Sub-Tenant and PRP dated December 15, 2022; and
- e. By and between Velasco Drainage District (“District”) and PRP dated January 3, 2023.

As a part of the Closing, PRP assigned its interests in the Tax Abatement Agreements to TIC I, TIC II, and TIC III via an Assignment and Assumption of Tax Abatement Agreements dated January 31, 2025. Since TIC I, TIC II, and TIC III are now the owners of the Leasehold Interests.

Woodbranch Manager, LLC hereby requests that PRP’s interests in the Tax Abatement Agreements be assigned to TIC I, TIC II, and TIC III, the current owners of the Leasehold Interests.

Woodbranch Manager, LLC
a Delaware limited liability company

By: 
Michael Meagher, Vice President



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MEMORANDUM

TO: Phyllis Saathoff, Executive Director/CEO
Port Commissioners

FROM: Amanda Veliz, Public Affairs Manager

DATE: October 23, 2025

SUBJECT: Public Affairs Departmental Report – October 2025

PUBLIC AFFAIRS

Communications and Media

Freeport Harbor Channel Marine Traffic – The website provides information on marine traffic related to the Freeport Harbor Channel Improvement Project (FHCIP) dredging, serving the local community. On May 30, the United States Army Corps of Engineers awarded the contract for Reaches 1, 2, and 4 to Great Lakes Dredge and Dock Company, LLC (GLDD). Currently, two mechanical dredges are working in Reach 1. The dredged material is being deposited in an EPA-approved area offshore in the Gulf of America. Updates will be posted as necessary.

Freeport Harbor Channel Improvement Project – Staff continues to respond to public inquiries regarding Port Freeport and the Freeport Harbor Channel Improvement Project and maintains updated information on www.portfreeport.com.

Print and Social Media Monitoring – Staff continues to monitor publications, newspapers, agendas, and social media for matters pertaining to Port Freeport, its partners, and the harbor community.

Press Releases and News Postings – Following Port Freeport's recent announcements, multiple organizations have helped extend the reach of our press releases across both industry and community channels.

On September 19, 2025, the press release titled "Port Freeport CEO Phyllis Saathoff Inducted into 2025 Brazoria County Business Hall of Fame" was covered by four organizations, including the Greater Houston Port Bureau, Junior Achievement of Brazoria County, The Bulletin, and WGMA. This release garnered over 184 social media interactions.

On October 2, 2025, the press release "Port Freeport Welcomes M/V Chiquita Horizon on Inaugural U.S. Call" was picked up by ten organizations, including AJOT, Air Freight News, Biehl, the Brazoria County Hispanic Chamber, the Economic Development Alliance for Brazoria County, Fresh Plaza, ILA, NewsBreak, The Bulletin, and WGMA. It received more than 212 interactions on social media, ensuring visibility with both industry readers and local stakeholders.

On October 6, 2025, the Port released the press release “Port Freeport Welcomes Two New Super Post-Panamax Cranes in Centennial Year,” which was shared by 15 organizations, including AJOT, Air Freight News, the Brazoria County Hispanic Chamber, Container News, domainB, DredgeWire, the Economic Development Alliance for Brazoria County, The Facts, the Greater Houston Port Bureau, ILA, NewsBreak, Port Technology International, Star Asia International, WGMA, and World Cargo News.

On October 7, 2025, the Port shared a press release that had been released on September 24, 2025, by Americans for Prosperity - Texas, titled “Port Freeport Commission Honored by AFP-Texas with Lone Star Governance Award for Zero Tax Rate Achievement.” This press release was shared by both the Port and Freedom is Bigger in Texas.

As of October 16, 2025, a total of 22 unique organizations have shared or published Port Freeport’s three most recent press releases. This achievement provides consistent, multi-channel exposure that reinforces the Port’s leadership and commitment to transparency across regional, business, and industry networks.

Social Media Postings – Staff is actively posting important information on social media, including port facts, press releases, safety awareness tips, weather preparedness advice, and other relevant updates about our community. The following posts were made on Facebook in late September and October. Additionally, we may share posts related to port activities and events.

- *September 20 – Golf Tournament: Lunch Sponsors Thank you
- *September 21 – Golf Tournament: Beverage Cart Sponsors Thank you
- September 21 – Cranes Post 5: Where to watch
- *September 22 – Cranes Post (Arrival of Cranes Post 1): Scheduled Update
- *September 22 – Cranes Post (Arrival of Cranes Post 2): New Anticipated Time
- *September 22 – Cranes Post (Arrival of Cranes Post 3): They’re On The Way
- *September 22 – Cranes Post (Arrival of Cranes Post 4): Vessel Carrying Crane Docked
- *September 22 – Cranes Post (Arrival of Cranes Post 5): Cranes Have Arrived Video
- *September 23 – Notice to Bidders “Dole Yard 10” Sewer Line Replacement.”
- *September 23 – Golf Tournament: Platinum Sponsor Thank you
- September 24 – Reminder: Commission Meeting
- *September 24 – Golf Tournament: Gold Sponsor Thank you
- September 25 – World Maritime Day
- *September 25 – Golf Tournament Silver Sponsor Thank You
- *September 25 – Cranes Post 6: Cranes Unloaded Timelapse Video
- September 26 – Recap: Commission Meeting
- *September 26 – Golf Tournament: Bronze Sponsors Thank you
- September 27 – Cranes Post 7: Engagement Poll
- September 27 – Golf Tournament: Breakfast Sponsors Thank You Post
- September 28 – Golf Tournament: Tent & Hole Sponsor Thank You Post
- September 29 – Golf Tournament: 1 Month Out
- September 30 – Golf Tournament: Award Sponsor Thank You Post
- October 1 – Phyllis Saathoff guest speaker at Transportation & Infrastructure Summit
- October 2 – Golf Tournament Putting Green Sponsor Thank you
- October 2 – Press Release - Port Freeport Welcomes M/V Chiquita Horizon on Inaugural U.S. Call
- October 3 – Golf Tournament Hole Sponsor Thank you
- October 4 – Golf Tournament Logistics Sponsors Thank you
- October 5 – Golf Tournament Raffle Sponsors Thank you
- October 6 – Press Release - Port Freeport Welcomes Two New Super Post-Panamax Cranes in Centennial

Year

October 7 – Golf Tournament Silver Sponsor Thank You Post
October 7 – Shared Press Release: Port Freeport Commission Receives Lone Star Governance Award
October 8 – Golf Tournament: Bronze Sponsors Thank you
October 8 – National Night Out
October 9 – Golf Tournament: Platinum Sponsor Thank You Post
October 9 – Phyllis Speaking on Panel at AAPA Annual Convention
October 10 – Holiday Reminder: Office Closed - Columbus Day
October 10 – Golf Tournament: Breakfast Sponsor Thank You Post
October 11 – Golf Tournament: Lunch Sponsors Thank you
October 12 – Golf Tournament: Beverage Cart Sponsors Thank you
October 13 – Holiday - Columbus Day
October 13 – Reminder: Personnel Committee Meeting (Personnel)
October 14 – Golf Tournament: Tent & Hole Sponsor Thank You Post
October 15 – Golf Tournament Hole Sponsor Thank you
October 16 – Golf Tournament Logistics Sponsors Thank you
October 16 – Port is exhibiting at The Global Produce & Floral Show
October 17 – Golf Tournament Raffle Sponsors Thank you
October 18 – Golf Tournament: Bronze Sponsors Thank you
October 19 – Golf Tournament: Beverage Cart Sponsors Thank you

*Additional social media posts were created following the creation of the previous departmental monthly report.

Port/Community Events

Community Advisory Panel (C.A.P.) – Instead of holding a meeting in December, CAP members and their guests are invited to attend Port Freeport’s Centennial Celebration on Thursday, December 4, 2025. Regular CAP meetings will resume in early 2026.

Please email Tricia Vela at vela@portfreeport.com to report any new member appointments or changes.

Port Freeport Take-A-Child Fishing Tournament (TACFT) – Please save the following dates:

- Captain’s Dinner: Thursday, May 7, 2026, from 5:30 PM to 7:30 PM
- 26th Annual Take-A-Child Fishing Tournament: Saturday, May 9, 2026, at Freeport Municipal Park, from 8:00 AM to 12:00 PM

Port Freeport Golf Tournament – Planning is underway for the 14th Annual Port Freeport Golf Tournament, benefiting the Texas Port Ministry (TPM). The tournament is scheduled for Monday, October 27, 2025, at The Wilderness Golf Course in Lake Jackson, Texas. It will feature a four-person team shotgun start format. Registration will open at 7:00 a.m., with the tee time set for 8:00 a.m.

For information on sponsorship opportunities and additional details about the tournament, please visit <https://www.portfreeport.com/community/golf-tournament>. As of October 15, 37 teams have already registered, and 89 sponsors have pledged more than \$101,000 in gross sponsorships. These sponsors have also donated items for the silent auction and provided discounted services.

The tournament flyer has been distributed to Port contacts, Port Commissioners, and C.A.P. members. The Public Affairs team is actively promoting the event through social media posts on Facebook, email campaigns, and direct outreach to previous and potential sponsors. We truly appreciate all the support we receive for this fundraising effort.

Port Presentations, Tours, and Meetings

October 1 – Phyllis is the guest speaker at The Alliance Brazoria County's Fourteenth Annual Transportation & Infrastructure Summit

October 6-8 – Phyllis was on a few panels at the AAPA Annual Convention

Community Events and Meetings - (Informational purpose only)

October 1 – The Alliance - Transportation & Infrastructure Summit

October 4 – Columbia Heritage Foundation Roughneck Blow Out

October 7 – Freeport Police Department National Night Out

October 7 – Pearland Chamber Taste of Pearland

October 8 – Lake Jackson Business Association (Matt Sebesta, Brazoria County Judge)

October 10 – ABC Texas Gulf Coast - Annual Golf Tournament

*October 15 – Brazoria Chamber of Commerce Breakfast & Mingle

*October 17 – Brazoria Hispanic Chamber of Commerce - Cafe Con Pan Dulce Networking Breakfast

October 18 – Brazosport LULAC - Mariachi 5K

October 20 – Matt Sebesta Charity Golf Tournament

*October 21 – Angleton Chamber of Commerce: October Luncheon featuring Constable Mike Fulton

*October 22 – Ribbon Cutting - Nat Hickey Educational Center

October 23 – City of Freeport Fright Fest

Upcoming Community Events and Meetings - (Informational purpose only)

October 27 – 14Th Annual Port Freeport Golf Tournament

October 29 – The Alliance - Quarterly Membership Meeting

October 30 – Angleton Chamber of Commerce Fall Shot in the Dark Golf

November 5-14 – Junior Achievement Veteran's Day Bowl

November 7 – Junior Achievement - Career Expo

November 11 – Brazoria County Veterans Day Parade

November 19 – Highway 36A Coalition Luncheon

November 20 – ABC Texas Gulf Coast - Member Mixer

December 2 – ABC Texas Gulf Coast Christmas Open House

December 7 – Brazosport Chamber of Commerce Holiday Tour of Homes

*Additional community events and meetings were added following the creation of the previous departmental monthly report

Strategic Initiatives Overview

This section of the report provides a high-level overview of our upcoming initiatives. As plans are further developed, detailed proposals and timelines will be shared and presented for review.

100-Year Anniversary Celebration – Planning for the Centennial Celebration is underway, with the official event scheduled for Thursday, December 4, 2025, marking 100 years of service to the Texas Gulf Coast. The event will highlight the Port's legacy of growth, community partnership, and continued commitment to driving economic opportunity for the region. A Save the Date notice was distributed on Friday, October 10, with the official invitation and additional event details to be shared during the first week of November. Planning efforts are ongoing, and further information about the program, décor, and activities will be provided as details are finalized.

As part of this milestone celebration, Port Freeport is also producing a Centennial documentary and short

feature video that will capture the Port's history, people, and impact over the past century. Recording and interviews began in October and will continue through the first couple of weeks of November. Post-production and editing are scheduled to be completed by the first week of December. The finished video will premiere during the Centennial event and serve as a lasting record of the Port's achievements and future vision.

Super Post-Panamax STS Gantry Cranes Arrival Social Media Communication Campaign– The Campaign was launched in September 2025 to engage the community about the historic delivery of two new cranes to Port Freeport during its Centennial year. The campaign aimed to raise awareness, highlight the Port's growth and modernization, and reinforce the Centennial messaging connecting a century of service to its future vision.

Running on Facebook and LinkedIn, the campaign included countdown announcements, educational posts, real-time updates, video coverage of the cranes' arrival, and an interactive community poll. This approach helped position Port Freeport as a transparent and community-focused organization.

Since its launch, the campaign has achieved strong engagement, reaching over [insert number] impressions and earning 1,875 reactions, comments, and shares. The crane arrival video received over 67,200 views, making it one of the Port's top posts of the year. This positive community response reflects local pride and underscores the Port's role as an economic driver, embodying our Centennial theme: "Opportunity Accelerated. Anchored in Service. Propelled by People."

Social Media Report—This report outlines the impact of the Public Affairs team's social media strategy, which aimed to boost community engagement. By sharing updates related to the port, press releases, safety and security awareness content, and other relevant information, our goal was to enhance Port Freeport's online presence and foster greater community interaction.

The data compares social media performance from October 2, 2023, to September 30, 2024, with the period from October 1, 2024, to September 30, 2025, demonstrating substantial growth across key engagement metrics.

Audience Growth

- Previous: 1,627 followers
- Current: 2,315 followers
- Increase: 42%

The steady increase in followers indicates improved brand visibility and a growing interest in the port's activities. This growth can be attributed to consistent content delivery and increased community engagement.

Published Posts

- Previous: 192 posts
- Current: 299 posts
- Increase: 56%

The rise in posting frequency contributed to a greater audience reach and engagement. More frequent updates kept followers informed and encouraged interaction with port-related content.

Interactions (Likes, Reactions, Comments)

- Previous: 691 interactions
- Current: 2,523 interactions
- Increase: 265%

Engagement surged due to strategic content choices, including industry insights, community highlights, and interactive posts. The use of visually compelling images and timely news updates encouraged audience participation.

Clicks (HubSpot-Tracked Link Clicks)

- Previous: 51 clicks
- Current: 771 clicks
- Increase: 1,412%

A significant rise in link clicks indicates improved call-to-action (CTA) effectiveness. Factors contributing to this increase include optimized post timing, engaging captions, and clearer value propositions in shared links.

Shares

- Previous: 207 shares
- Current: 886 shares
- Increase: 328%

The increase in shares highlights the effectiveness of producing shareable content, such as safety tips, milestone announcements, and community impact stories. This strategy helped extend Port Freeport's reach beyond its immediate audience.

Impressions (Total Views)

- Previous: 48,708 impressions
- Current: 205,815 impressions
- Increase: 323%

The higher number of impressions indicates stronger content visibility. This growth is consistent with increased posting frequency, higher engagement rates, and more effective use of hashtags and audience-targeted content.

Overall, Port Freeport's social media strategy has led to significant growth across all key metrics, demonstrating the effectiveness of a more frequent posting schedule, improved engagement strategies, and more compelling content. Continued optimization of our content strategy and audience engagement tactics will be essential to sustain this momentum.

This report highlights the success of the Public Affairs team's initiatives and provides a roadmap for continued digital growth.

Crisis Management Communication Plans – We will develop proactive communication strategies for potential crises, such as severe storms, power outages, and work stoppages. The goal is to ensure swift, clear communication and effective outreach, improving our preparedness and response capabilities.

Community Engagement Plan – To strengthen relationships with the community, we are expanding outreach programs and increasing local government advocacy efforts. These initiatives will focus on

transparency, enhancing public trust, and fostering greater engagement between the port and the community.

Efficiency & Innovation – We are exploring innovative tools and software to improve the department's efficiency, automate processes, and reduce costs. These efforts will focus on saving time in project management, streamlining communications, and providing data-driven insights to support our public affairs strategy.



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MEMORANDUM

TO: Commissioners
Directors
Legal Counsel

FROM: Jason Hull, P.E. 
Director of Engineering

DATE: October 10, 2025

SUBJECT: Departmental Report

PROJECTS

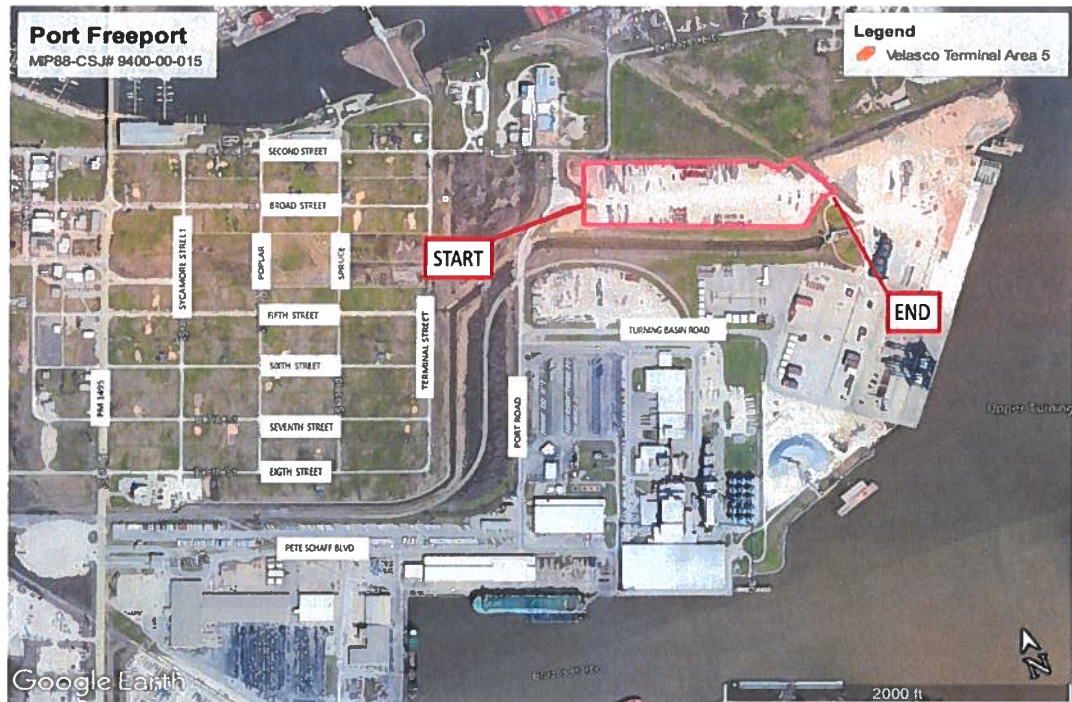
1. **FHCIP Reaches 1, 2, and 4** – This project involves deepening the Freeport Ship Channel to various depths ranging from 26-ft to 56-ft depending on the Reach and is funded through Bond funds and Civil Works Budget Appropriation. The final contract is with Great Lakes Dredge & Dock for \$159,743,430. Anticipated contract modification will extend the completion. The previous completion date was extended to April 20, 2026. Dredge 58 is working near shore and inside the jetties. The Ellis Island and Liberty Island are working in the offshore reach.



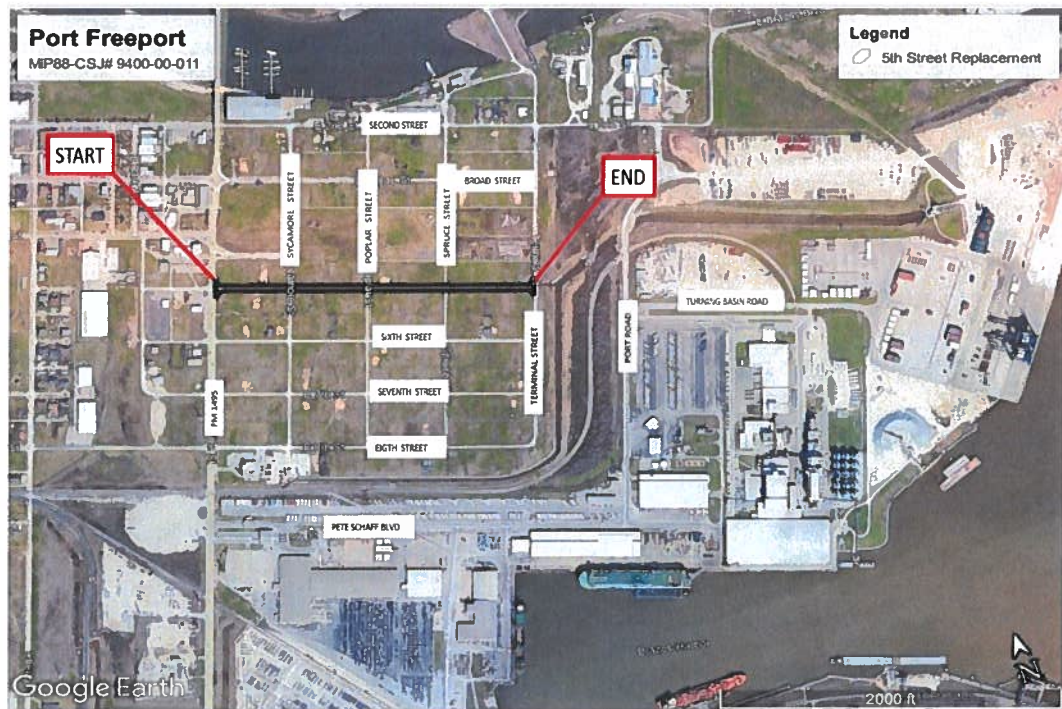
2. **Velasco Terminal Rider 37** – This project involves reconstructing portions of 8th Street, Poplar Street, and Terminal Street. It also involves building a truck parking area at Terminal Street and 5th Street and a Jug-handle intersection to connect FM 1495 to 2nd Street. This is partially funded through a RIDER 37 program that will pay up to \$6,228,128. The Port will pay the remaining \$2,771,872. The roadways are now open to traffic and the streetlights are needing to be energized by Centerpoint.



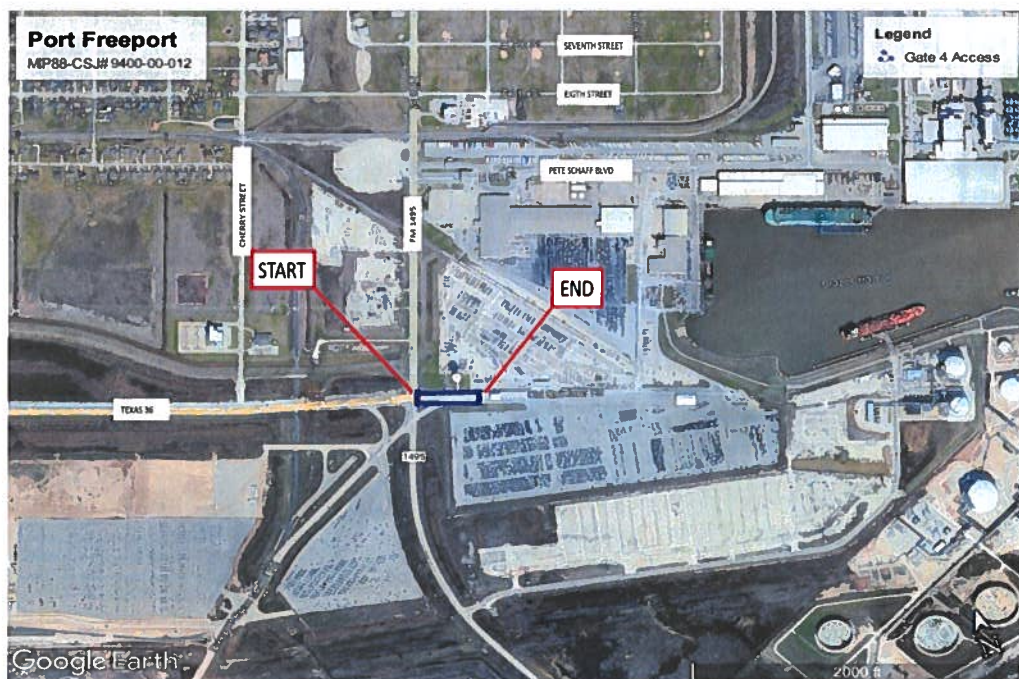
3. **Velasco Terminal Area 5** – This project involves development of container yard in Velasco Terminal. TxDOT will fund up to \$11,565,621. The project was awarded to Harper Brothers for \$18,508,603.35. Construction has begun. The anticipated completion date is November 30, 2025.



4. **East 5th Street** – This project involves rebuilding E. 5th Street in the expansion area to be suitable for truck traffic from FM 1495 to Terminal Street. TxDOT will fund up to \$3,802,189 which is 75% of the estimated costs. The Port will pay remainder of the project costs, which is estimated to be \$1,267,396. Bids were opened on February 4, 2025. This project will be awarded on February 27, 2025. Project will be completed in close coordination with the Rider 37 project so as to provide continuous access to the crossdock facility on Terminal. Work has now started.



5. **Gate 4 Access** – This project involves widening the access road to Gate 4 from FM 1495 to Gate 4. TxDOT will fund up to \$950,547 which is 75% of the estimated costs. The Port will pay remainder of the project costs, which is estimated to be \$316,849. Harper Brothers was awarded the contract for \$1,148,987.20. The Project will be finished before January 1, 2026.



6. **Docks 1, 2, 3, 5 and 7 Cathodic Protection** – This project involves replacing depleted deep-well anode beds and replacing cabling & boding to the submerged steel structure of the wharfs. The project, once completed, will protect the steel structure from corrosion and deterioration. The project is closing out now.



7. **Yearly maintenance of NOAA PORTS sensors by TAMU-CC** Texas A&M Corpus Christi is the Port's contracted service provider of maintenance for the Port's NOAA PORTS sensors in the ship channel. Twice per year the sensors are removed and exchanged with backup sensors, the batteries recharged, and the sensors cleaned of marine growth (repaired if necessary) and bench tested, then placed on the shelf for re-deployment. Periodically, unscheduled service is needed, and that work is performed and invoiced to the port on a time & materials rate. Below is a summary of all work and cost for maintenance to date:

Description	Date	Cost
LB6 R&R sensor	5/21/25	\$ 5,075.50
Surfside sensor near 332 bridge	5/21/25	\$10,330.50
Surfside dive inspection	7/30/25	\$ 7,727.01



8. **Hurricane Beryl Repairs** – This project involves repairing several buildings that were damaged during Hurricane Beryl in July. Bids were opened on October 15, 2024 at 2:00 PM. The project was awarded to Frost Construction on December 19, 2024. This project is closing out now.



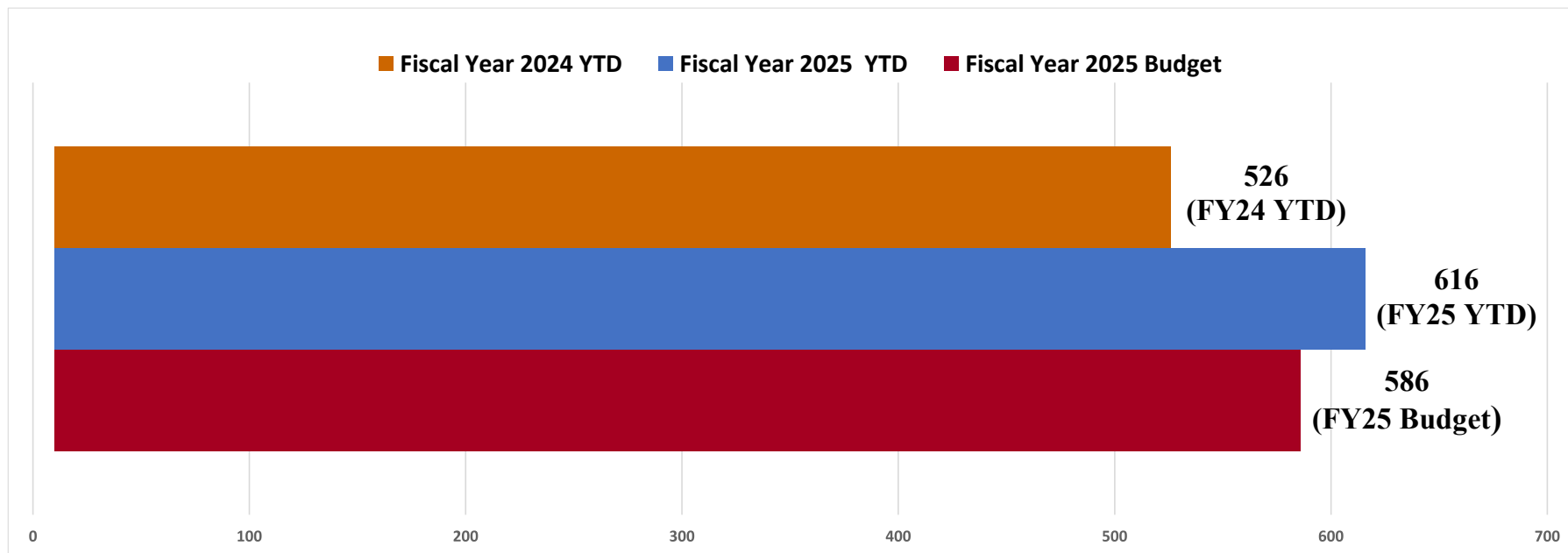
9. **Parcel 17 Offsite Detention** – The surveyor has completed the boundary and topographic survey. The engineering department is currently working on the plan set. The plans have been submitted to VDD for approval. An Interlocal agreement is also in the works now.





PORT FREEPORTSM

2025 YTD Vessel Calls

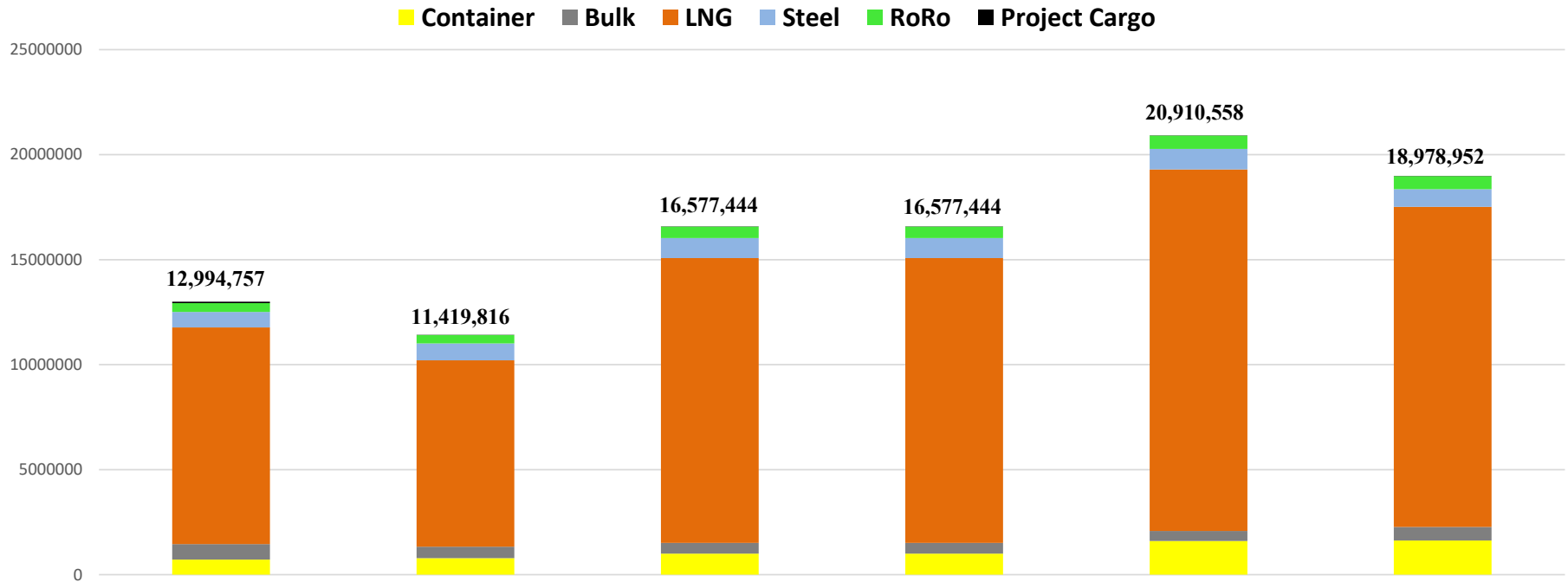


	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024	Fiscal Year 2024 YTD	Fiscal Year 2025 Budget	Fiscal Year 2025 YTD	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025
Vessel Calls	456	402	526	526	586	616	47	52	60	48	48	50	49	53	55	51	53	50
Lay Days	1195	1086	1458	1458	0	1820	128	133	192	158	174	174	193	131	183	109	109	136

September 2025: 50 Total Vessel Calls
There were 110 Total Vessel Calls Portwide.



Total Tonnage by Fiscal Year



	Fiscal Year 2022 Total	Fiscal Year 2023 Total	Fiscal Year 2024 Total	Fiscal 2024 YTD	Fiscal 2025 YTD	Fiscal 2025 Budget
Container	720,369	784,513	1,004,603	1,004,603	1,601,315	1,627,752
Bulk	740,634	546,017	504,548	504,548	484,153	641,000
LNG	10,314,729	8,879,936	13,565,951	13,565,951	17,218,133	15,246,000
Steel	735,992	797,447	951,608	951,608	971,730	844,000
RoRo	415,071	400,811	546,014	546,014	630,853	617,700
Project Cargo	67,962	11,092	4,720	4,720	4,374	2,500
Total Import/Export	12,994,757	11,419,816	16,577,444	16,577,444	20,910,558	18,978,952

****YTD Tonnage is up 26% from this time last year.****

Total Vehicles Handled YTD (198,475)

Total Containers Handled (93,990), TEU (187,920)

Rail Car Count FY 25

	Steel	Bulk	RoRo Arrivals		RoRo Departure		Total
			Loaded	Empty	Loaded	Empty	
October	22	142	149	319	466	1	1,099
November	13	256	285	-	403	-	957
December	34	70	266	75	350	28	823
January	58	68	205	82	278	50	741
February	55	55	163	170	285	40	768
March	38	147	186	153	298	57	879
April	25	137	199	157	181	75	774
May	-	241	229	150	266	39	925
June	-	49	355	89	454	34	981
July	-	241	500	141	705	82	1,669
August	-	118	732	101	513	131	1,595 *
September	-	340	455	36	356	112	1,299
Total	245	1,864	3,724	1,473	4,555	649	12,510

Volkswagen	October	November	December	January	February	March	April	May	June	July	August	September	Total
Unloaded Vehicles	1,503	2,912	3,238	1,840	1,480	2,931	1,967	1,871	3,021	6,422	6,948	5,845	39,978
Outgated Vehicles	4,679	2,808	3,572	2,787	2,656	3,316	1,875	2,912	4,243	6,819	5,476	3,766	44,909

Railcars has increased due to New OEM customer

Totals Include the GM Test Load - 101 Loaded Railcars, 808 OEM Units



Operations Insight for October 2025

LNG	Bulk	RoRo	Steel	Container	Layberth	Project Cargo	Total Vessels Expected
19	0	19	2	14	0	0	54

Minutes of Port Commission Meeting
September 25, 2025
In Person & Videoconference

A Regular Meeting of the Port Commission of Port Freeport was held September 25, 2025, beginning at 1:00 PM at the Administration Building, 1100 Cherry Street, Freeport, Texas.

Commissioners present in person:

Mr. Rob Giesecke, Chairman
Mr. Rudy Santos, Vice Chairman
Mr. Kim Kincannon, Secretary
Mr. Dan Croft, Asst. Secretary
Ms. Barbara Fratila, Commissioner
Mr. Ravi Singhania, Commissioner

Staff Members Present:

Mr. Grady Randle, Randle Law Firm
Ms. Phyllis Saathoff, Executive Director/CEO
Mr. Rob Lowe, Director of Administration/CFO
Mr. Jason Miura, Director of Business & Economic Development
Mr. Chris Hogan, Director of Protective Services
Mr. Jesse Hibbetts, Director of Operations
Ms. Missy Bevers, Executive Assistant
Ms. Amy O'Brien, Controller
Ms. Amanda Veliz, Public Affairs Manager
Mr. Clinton Woodson, Sales Manager
Mr. Chas Gryseels, Engineering Specialist
Mr. Rico Arbolante, Help Desk Technician
Ms. Tricia Vela – Public Affairs Assistant
Ms. Bailee Anderson, Accounting Analyst
Ms. Danielle Simonds, Accounting Specialist (virtual)
Ms. Ruby Dunn, Receptionist (virtual)

Absent:

Mr. Jason Hull, Director of Engineering
Mr. Brandon Robertson, Director of Information Technology

Also, present:

Mr. Chris Moore, Texas Port Ministry
Mr. Joel Castro, Americans for Prosperity
Ms. Rachel Ritter, Americans for Prosperity
Mr. Josh Beker, Roberts & Kehagiaras LLP (virtual)
Mr. Micheal Schmidt, BCS
Mr. Will Bohlen, GHD
Ms. Melanie Oldham

1. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:
2. Invocation – Mr. Chris Moore – Texas Port Ministry

3. Pledge of Allegiance – U.S. Flag and Texas Flag
4. Roll Call – Commissioner Giesecke noted that all Commissioners were present in the Board Room.
5. Safety Briefing – Mr. Jesse Hibbetts recognized September as National Preparedness Month and provided tips in preparing and taking proactive measures to save time and reduce stress during emergencies.
6. Call to identify and discuss any conflicts of interest that may lead to a Commissioner abstaining from voting on any posted agenda item.

There were no conflicts noted.

7. Public Comment – Ms. Melanie Oldham addressed the Commission regarding the new cranes, transportation plans and eminent domain.
8. Public Testimony – There was no public testimony.
9. Presentation of Lone Star Governance Award to Port Freeport by Americans for Prosperity - Texas.

Mr. Joel Castro and Ms. Rachel Ritter with Americans for Prosperity presented the Port with the Lone Star Governance Award in recognition of its efforts for serving the taxpayers of Port Freeport in delivering good quality policies and being a shiny beacon of light. Mr. Castro added that Port Freeport is a lighthouse for good governance and thanked everyone for being good stewards.

10. Approval of Foreign-Trade Zone Operator Agreement between Port Freeport and Animal Nutrition & Health, LLC (ANH), formerly known as DSM Nutritional Products, Inc.

Ms. Bailee Anderson presented the operator agreement stating that DSM recently went through reorganization at the corporate level and with a change in their tax ID number, it requires them to reapply with the Foreign-Trade Zone Board and enter into a new operator agreement with the port. Ms. Saathoff noted the operations being conducted in the foreign-trade zone have not changed, rather they are segregating some of the other business lines into separate companies which require a new federal tax ID.

A motion was made by Commissioner Croft to approve the agreement. The motion was seconded by Commissioner Singhania with all Commissioners present voting in favor of the motion.

11. Receive reports from Executive Staff on activities and matters related to administrative affairs, financial results, facility engineering matters, operations and vessel activity, safety matters, security matters, tenant updates, USCOE, and other related port affairs.

A. Executive Director/CEO

Ms. Saathoff reported that August has been another good month with September following suit contributing to the port closing out the year well ahead of the prior year in vessel calls, setting a record. The port will be attending the Breakbulk Conference next week

(Sept 30-Oct 2) and hosting an appreciation reception to thank customers for their business. Ms. Saathoff reported the new ship-to-shore cranes arrived Monday morning. She thanked the operations team for coordinating the delivery with the federal agencies, customers and private terminal operators to make the arrival as painless as possible noting the pilots did an outstanding job of bringing the ship in and navigating the channel with the very big pieces of equipment. She also shared a short video of the cranes noting that a more in-depth video will be available on the website after it is produced as well as time lapse coverage of the discharge of the cranes from the vessel to the berth which began today. She stated the goal is to get the cranes commissioned and into operation by December which will dovetail in with the substantial completion of the channel. The port did pay the tariff on the cranes as discussed and authorized; the final number was not as much as originally anticipated. Staff confirmed the amount of the transport and insurance cost was roughly 20% of the total cost making the tariff, harbor maintenance tax and merchandise processing fee just over \$6 million. Ms. Saathoff noted that if the port becomes eligible for a refund of a tariff staff will apply for it. She also gave a nod to Al Durel and Paul Bridges for their efforts in getting the cranes procured. On a similar note, Ms. Saathoff stated the transition time for ship fees expires October 14 and there is still no change. USTR has not taken final action on their proposed actions related to RoRo and LNG, nor have they taken action on the ship-to-shore crane additional tariff. Should they take action, Ms. Saathoff stated that it would not apply to the port because the cranes have made entry and the tariff has been paid. She thanked everyone again for their efforts and Ms. Veliz for arranging the drone flights and coordinating with everyone to capture the port's momentous occasion. Ms. Saathoff also reported the port had a sewer line collapse that runs under the Dole yard that was built in the 1950s. Engineering has a bid package put together and will advertise in the paper but noted it will be a sizable project that will come to the Port Commission for approval. The project was not anticipated and just happened last week. Ms. Veliz gave an update on public affairs stating the CAP meeting recently held had a great turnout and thanked staff for providing updates on the cranes and the zero tax rate. The Port's golf tournament will be held October 27 and currently has 50 sponsors, 27 teams filled and \$63,900 committed in sponsorships. She also reported that from the three press releases posted in August, 20 unique organizations reposted them and the cranes video posted on Facebook had over 13,000 views and has received positive comments from the community. Ms. Saathoff also reported that the Committee that will work on the tribute to be placed in the buffer zone along Second Street will commence later this year or after the first of the year once Centennial has passed and all the utility relocations are completed.

B. Director of Engineering

In Mr. Hull's absence, Mr. Gryseels reported on the upcoming sewer line replacement project that is out for bid with the bid opening scheduled for October 14. He explained the project entails cutting out the old sewer clay pipeline (700 linear foot) and replacing it with PVC. One manhole will also be replaced. He also reported that the Hurricane Beryl repairs will finish at the end of the month with the gutters completed this week and the fender replacement project will launch with advertisement after the new fiscal year begins. With regard to the lighting on the jug handle, staff is waiting on CenterPoint to finish their work and get the lighting connected. Fifth Street is under construction and should begin pouring concrete soon. Gate 4 has a tentative notice to proceed with TxDOT for mid-October.

C. Director of Operations

Mr. Hibbetts stated that with regard to the new cranes, power to the cranes is estimated to be done the week of October 6 with endurance testing in early November and estimated handover November 17. He thanked his team and everyone at the port involved in coordinating the arrival of the cranes. He reported on statistics for August stating there were 53 vessels for the month, and 118 total vessel calls port wide. Tonnage for the fiscal year is pushing over \$19 million tons through August with LNG, containers, steel and railroad cargo leading the way. Year to date tonnage is up 30% with total vehicles being handled at 182,000 and TEUs at 174,748. Mr. Hibbetts noted the total figure for rail cars is a reflection of the GM test run held in the month of August which was a little over 101 rail cars brought in that were offloaded and a total of 808 OEMs from Arlington. Operational insight for the month of September anticipates one project cargo vessel (the crane vessel) and 54 vessels expected overall. Mr. Hibbetts also commented on the sewer line replacement stating Gate 8 was experiencing issues with the sewer, had plumbing out to jet out the lines thinking there was a major clog somewhere but found the collapsed clay pipe. Staff is working with Dole since the issue is located in their leased area; they will need to relocate some operations to a different space during construction.

D. Director of Business & Economic Development

Mr. Miura reported that staff is ready to unveil the port's new exhibition booth for the upcoming Breakbulk Americas Conference that will be held September 30-October 1 and looks forward to hosting port customers October 1. Following Breakbulk, trade development with support from public affairs will attend the International Fresh Produce Association's Global Floral and Fresh Produce Conference where they will continue to promote the ports capabilities as a container port, handling green fruit and perishables with the refrigerated cross docking capacity and future cold storage through Cross Dock 2. Mr. Miura will also provide an update to his recent sales trip later in the meeting.

E. Chief Financial Officer

Mr. Lowe presented financials for the month of August.

12. Receive report from Commissioners on matters related to:

- A. September 18 OSS Committee Meeting - Commissioner Santos reported the committee received an update from staff in executive session and also discussed the USCBP required project requirement understanding/acknowledgement letter for Cross Dock 2 which is on the agenda for consideration.
- B. September 19 Business Development Committee Meeting – Commissioner Giesecke reported the committee reviewed a proposal from Sterling Solutions LLC for the Owner's Cold Storage Industry Representative. The Committee agrees with staff's recommendation to award a contract and is on the agenda for consideration.
- C. September 19 Finance Committee Meeting – Commissioner Croft reported the committee discussed management's input on Port Freeport Tariff No. 005. This item is also on the agenda for consideration.
- D. Port Commission related meetings or conferences, Port presentations and other Port related matters.

Commissioner Singhania reported joining the port visit and tour with Waller County Judge Duhon and attended the Highway 36A luncheon, State of the Community luncheon, National Waterways Conference and also attending the Business Hall of Fame where Ms. Saathoff was a laureate.

Commissioner Kincannon reported attending the West Columbia Chamber Gala, various port meetings, State of the Community luncheon, Business Hall of Fame, BCCA meeting, National Waterways Conference and Brazosport Cares Banquet.

Commissioner Santos reported attending similar functions in addition to the Tenaris Reception, CAP meeting, Business Hall of Fame and Chamber luncheon.

Commissioner Fratila noted that she also attended many of the same functions as well as the Angleton Chamber Women's Conference.

Commissioner Croft reported attending the Friends of the River (FOR), Alliance quarterly meeting, CAP meeting, State of the Community luncheon, Business Hall of Fame and Chiquita Horizon Maiden Voyage presentation. He also joined the pilot boat trip to bring the new cranes in, attended the Waller County Judge visit and watched the unloading of Crane 3.

Commissioner Giesecke reported attending many of the same functions previously mentioned. In addition, he also gave a port presentation to the Brazosport Republican Women's Group and attended the Brazoria County Alliance for Children in Need, Lake Jackson Business Association meeting, Amelia Island dredge tour, Brazoria Chamber Annual Gala, Freeport City Council meeting, BCCA meeting, 100 Club meeting, ABC luncheon and Pearland Elected Officials reception.

13. Consent Agenda.

- A. Approval of Minutes from the August 28, 2025 Regular Meeting and the September 9, 2025 Special Meeting.
- B. Approval of financial reports for the period ending August 31, 2025.

A motion was made by Commissioner Singhania to approve the consent agenda. The motion was seconded by Commissioner Croft with all Commissioners voting in favor of the motion.

14. Approval of proposed adjustments to Port Freeport Tariff No. 005.

Mr. Miura began by explaining the process for reviewing the tariff stating that staff met with the Finance Committee in May to look at the CPI increases from this year and last year and recommended a 2% general rate adjustment to the tariff. Staff met internally to discuss potential changes to the tariff modifications and improvements as well as additions related to emergency action plans to ensure all the port's tenants have one on hand if needed. A red line copy of the tariff was sent to the tenants, partners and users noting the recommendation for a 2% general rate adjustment and the additional changes in the red line that would need to be reviewed. The tenants were given a month to review the document and were also invited to meet with staff in person and virtually to review the proposed changes, ask questions and provide feedback or relay any concerns. Mr. Miura stated there wasn't much concern, that everyone understood that 2% was fair and were happy they weren't seeing a 5% increase this

year. Staff subsequently met with the Finance Committee again to relay the feedback. Mr. Miura stated that staff recommends a general rate adjustment of 2% to the Port Freeport tariff with some rates being adjusted on a case by case basis and approve the proposed additions, deletions and amendments to the tariff that were presented in the red line with any non-substantial changes to be effective October 1, 2025. Mr. Miura also noted staff received good participation from every segment of the port's business portfolio receiving no negative comments. Staff also reminded them that some of the changes to the tariff would not affect many of the tenants because of their lease agreement with the port which entitles them to certain contractual rates that supersede rates in the tariff.

A motion was made by Commissioner Kincannon to approve the proposed adjustment to Port Freeport Tariff No. 005. The motion was seconded by Commissioner Croft with all Commissioners voting in favor of the motion.

15. Approval of an award to Sterling Solutions LLC for Owner's Cold Storage Industry Representative.

Mr. Miura stated the port has been awarded a port infrastructure development program grant from MARAD as well as community project funding for a combined amount of \$22 million, to be used towards a Cross Dock 2 facility which will have cold storage capabilities as well as cross docking and a new federal inspection service facility. Staff went on the market with an RFQ (request for qualifications) seeking a qualified firm to perform the engineering and design of the facility. Staff also determined the need to bring industry's best to represent the port in discussions with the engineering firm to ensure a multi-purpose facility is designed to serve a wide variety of customers in the cold storage space. Staff requested proposals with the scope of work but also asked firms to demonstrate in their proposal that they are qualified to represent the port and have the wherewithal of how the cold storage industry works and operates. Staff met with the Business Development Committee to review a proposal from Sterling Solutions that met all the qualifications of the RFP and had a fee of \$16,500 per month. The project is anticipated to run between November and April. It is staff's recommendation that Sterling Solutions be awarded a contract for owner's cold storage industry representative for \$16,500 a month and authorize the Executive Director/CEO to execute a consulting agreement to that effect. Commissioner Singhania asked if there was a cap set on spending. Mr. Miura stated that a cap has not been set on the total amount to spend but the contract will be managed so it lines up with the time the firm is actually needed to the time that they're not. He further stated that if the Port Commission wants to set a cap and have staff come back for further approval, it can be done but added that he doesn't feel staff would get the full value out of the contract if it was done that way. Mr. Miura clarified that the monthly fee would only be assessed when the design work is occurring. Ms. Saathoff added that the contract wouldn't commence until a contract was awarded for engineering and the notice to proceed was issued adding the maximum spent would be the time it takes to put together the engineering and design specifications for bidding. With the six month timeframe estimated, Commissioner Giesecke stated the project total would be \$99,000, adding that the Commission could approve a \$100,000 cap to satisfy the spending concern. Mr. Miura further clarified that Sterling would act as a liaison for the port to make recommendations to the designated engineering firm on how the building should be designed in order to serve a wide variety of perishable users and conform to how the industry operates.

A motion was made by Commissioner Singhania to approve an award to Sterling Solutions for Owner's Cold Storage Industry Representative not to exceed \$100,000 and authorizing

Executive Director, CEO to execute such contract. The motion was seconded by Commissioner Santos with all Commissioners present voting in favor of the motion.

16. Adoption of a Resolution Authorizing Executive Director/CEO to sign the U.S. Customs and Border Protection Project Requirements Understanding/Acknowledgement for Federal Inspection Services Facilities at Cross-Dock #2.

Mr. Miura stated the resolution authorizes the executive director to sign the U.S. Customs and Border Protection (CBP) project requirement understanding/acknowledgement for the federal inspection service facility at Cross Dock 2. As previously mentioned, Cross Dock 2 will have a space designated for CBP to provide agricultural inspections calling it a federal inspection service facility. Mr. Miura noted that when going through the design process, the port will have to enter into a non-disclosure agreement with the United States government and once that is done, federal regs will be provided on how the design of the facility should be done in order for it to be used for its intended purpose and will only apply to the section they will occupy. Additionally, the engineering firm will have a copy and will have to sign the agreement along with Sterling Solutions. Lastly, Mr. Miura stated the port will fund 100% of the facility. The port will not only get the requirements, but the local CBP team will determine how the space should look in terms of how many offices, workspaces, worktables, size of inspection area, etc., to ensure it follows the federal requirements. Once the project is complete, the port will then lease the facility to CBP. Mr. Miura noted that it's critically important for the port to offer these services in Freeport to serve its customers so that trucks aren't going to another port for inspections. Staff reviewed this with the OSS Committee and recommends adoption of the resolution authorizing Ms. Saathoff to sign the acknowledgement.

A motion was made by Commissioner Singhania to adopt the resolution authorizing Executive Director, CEO to sign the U.S. Customs and Border Protection Project Requirements Understanding/Acknowledgement for Federal Inspection Services Facilities at Cross-Dock #2. The motion was seconded by Commissioner Kincannon with all Commissioners voting in favor of the motion.

17. Approval to purchase three (3) ABB Drives for Cranes 1 and 2, for an amount not to exceed \$98,680.85.

Mr. Hibbetts stated that during the budget workshops staff explained the drives on the existing cranes need to be refurbished. The budget includes \$270,000 per fiscal year for the purchase of the three drives and refurbishment costs. Crane 1 will be done in the 2025/2026 budget while Crane 2 will be done in the 2026/2027 budget. He noted that ABB is the sole source OEM manufacturer of the drives with lead times of 35 days for two drives and 11 weeks for the filter module as indicated in his memo. He explained that once the new drives arrive, they will install them and send the others to get refurbished which will take about 6-8 weeks. He will also come back to the Commission for approval on the refurbishment expenditures. Commissioner Giesecke inquired about the service life for the drives. Mr. Hibbetts stated that ABB has indicated that 2028 will be the end of manufacturing for these specific drive components which is why staff wants to proceed with the refurbishment project while the drives can still be acquired.

A motion was made by Commissioner Santos to approve the purchase of three ABB drives for Cranes 1 and 2 for an amount not to exceed \$98,680.85. The motion was seconded by Commissioner Fratila with all Commissioners voting in favor of the motion.

18. EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government Code Section 551.001, et. seq., to review and consider the following:

A. Under authority of Section 551.071 (Consultation with Attorney) for discussion regarding:

1. Consultation with attorney under Government Code Section 551.071(1) (to seek or receive attorney's advice on pending or contemplated litigation).
2. Consultation with attorney under Government Code Section 551.071(2) (to seek or receive attorney's advice on legal matters that are not related to litigation).

B. Under authority of Section 551.076 (Deliberation of Security Matters):

1. Discussion regarding issues related to the deployment, or specific occasions for implementation of security personnel or devices or security audit and services.

C. Under authority of Section 551.087 (Economic Development Negotiations or Incentives):

1. To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
 - i. Business and Economic Development Report including potential offers of financial or other incentives to the business prospect.
2. To deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

D. Under authority of Section 551.072 (Deliberation Concerning Real Property Matters) for discussion regarding:

1. The potential purchase, exchange, lease, or value of real property located at Port Freeport, including but not limited to the real property located at and contiguous to Berths 1, 2, 3, 5, 7 and 8.
2. The potential lease or value of real property located at Port Freeport or adjacent to Port Freeport, including but not limited to Parcel 1.
3. The potential exchange, lease, or value of real property located at Port Freeport, including but not limited to Parcels 14, 19, 27, 34 and property on Quintana Island.

19. RECONVENED OPEN SESSION to review and consider the following:

20. Adjourn.

With no further business before the Commission, the meeting adjourned at 5:25 PM.

Rob Giesecke, Chairman

Rudy Santos, Vice Chairman

Kim Kincannon, Secretary

Dan Croft, Asst. Secretary

Barbara Fratila, Commissioner

Ravi K. Singhania, Commissioner



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MEMORANDUM

TO: Port Commissioners
Executive Director/CEO

FROM: Rob Lowe

DATE: October 14, 2025

SUBJECT: FY25 TPA Dues

Port Freeport is an active member of the Texas Ports Association (TPA). The TPA assess annual dues to its members based on the gross revenues of the port. The dues are assessed based on three tiers as shown below. For Fiscal Year 2025, Port Freeport budgeted \$25,000 in TPA dues based on our revenues exceeding \$50M. This was an increase from \$15,000 in prior years when the port's revenues fell in the second tier. The TPA dues were billed in September and staff is seeking Port Commission approval to pay those dues in line our approved budget.

TPA Dues Structure:

Tier 1 Gross Revenue	<\$10,000,000	Dues \$5,000
Tier 2 Gross Revenue	\$10,000,000 - \$50,000,000	Dues \$15,000
Tier 3 Gross Revenue	>\$50,000,000	Dues \$25,000

PORT COMMISSION

ROB GIESECKE, CHAIRMAN; RUDY SANTOS, VICE CHAIRMAN; KIM KINCANNON, SECRETARY; DAN CROFT, ASST. SECRETARY;
BARBARA FRATILA, COMMISSIONER; RAVI K. SINGHANIA, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO



9/19/25

REMIT TO

Texas Ports Association
Attn: Rodger Rees
123 25th Street, 8th Floor
Galveston, TX 77550

[illegible]



1100 CHERRY ST. • FREEPORT, TX 77541
(979) 233-2667 • 1 (800) 362-5743 • FAX: (979) 373-0023
WWW.PORTFREEPORT.COM

MEMORANDUM

TO: Commissioners
Directors
Legal Counsel

FROM: Jason Hull, P.E. 
Director of Engineering

DATE: October 8, 2025

SUBJECT: **Consideration and Approval of a PSA with Pranger Group, Inc.
for design of Cross Dock 2**

I have selected Pranger Group, Inc., based on demonstrated qualifications as the most qualified firm to submit a fee proposal for the design of Cross Dock 2.

The work includes performing boundary and topographic surveying, geotechnical sampling and engineering, civil, structural, mechanical, electrical, and plumbing engineering, architecture, construction materials testing, construction oversight, ADA plan review and inspection, and windstorm certification.

The fee does not include third party plan review and code inspection services for obvious reasons. I will seek approval of code review and inspection services after the plans have more development.

I have reviewed the scope and fee and recommend approval of a PSA to Pranger Group, Inc. for an amount of **not to exceed \$1,258,000.00.**

PORT COMMISSION

ROB GIESECKE, CHAIRMAN; RUDY SANTOS, VICE CHAIRMAN; KIM KINCANNON, SECRETARY; DAN CROFT, ASST. SECRETARY;
BARBARA FRATILA, COMMISSIONER; RAVI K. SINGHANIA, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO



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MEMORANDUM

TO: Commissioners
Directors
Legal Counsel

FROM: Jason Hull, P.E. 
Director of Engineering

DATE: October 23, 2025

SUBJECT: Dole Yard 10" Sewer Line Replacement

Bids were received and opened for the Dole Yard 10" Sewer Line Replacement project on October 14, 2025, at 2:00 P.M.

Four contractors submitted a conforming bid as shown in the attached bid tabulation sheet. The contractor that submitted the lowest conforming bid that met all requirements of the specifications was Tex-Con Construction Services.

Tex-Con Construction Services is a reputable contractor based in Angleton, Texas.

I recommend the Port move forward with this important project and award the contract to Tex-Con Construction Services for an amount **not to exceed \$128,904.00.**

attachment

PORT COMMISSION

ROB GIESECKE, CHAIRMAN; RUDY SANTOS, VICE CHAIRMAN; KIM KINCANNON, SECRETARY; DAN CROFT, ASST. SECRETARY;
BARBARA FRATILA, COMMISSIONER; RAVI K. SINGHANIA, COMMISSIONER; PHYLLIS SAATHOFF, EXECUTIVE DIRECTOR/CEO



BID TABULATION SHEET
DOLE YARD 10" SEWER LINE REPLACEMENT
PROJECT NO. 25-05
BID OPENING: OCTOBER 14, 2025, 2:00 P.M.

Name	Amount	Bond/CC	Qualification Statement	Insurance Certificate	Days
Southern Gulf Solutions	\$499,899.00	Y	Y	Y	35
Frost Construction Company	\$424,000.00	Y	Y	Y	30
Mercer Construction Company	\$208,280.00	Y	Y	Y	12-15-25
Tex-Con Construction Services	\$128,904.00	Y	Y	Y	12-19-25

Signatures:






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MEMORANDUM

TO: Commissioners
Directors
Legal Counsel

FROM: Jason Hull, P.E. 
Director of Engineering

DATE: October 10, 2025

SUBJECT: **Consideration and Approval of an interlocal agreement with Velasco Drainage District for construction of a regional detention facility**

Attached is an interlocal agreement between Velasco Drainage District (VDD) and the Port. The VDD will construct the regional detention facility on the Port's Parcel 17 to mitigate for stormwater runoff impacts created by the Port's future development of Parcel 1. The VDD will build the facility at no cost to the Port, and will keep the soil for their use in building/maintaining levees. Due to the high plasticity index of the soil, it is of little to no use to the Port. It is of great importance in building levees. The Port will continue to own the land and continue to mow the grass on it. The VDD will ensure that capacity in the pond is created in advance of the Port's need for the required mitigation.

This agreement has been reviewed by legal counsel for the VDD and the Port.

PORT COMMISSION

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MEMORANDUM

TO: Port Commission
Phyllis Saathoff, Executive Director/CEO

FROM: Brandon Robertson, Director of IT

DATE: October 17, 2025

SUBJECT: Network Equipment for Cranes 3 & 4

Project Overview:

Port Freeport recently received Cranes 3 and 4 and now needs to integrate them into the Port's operational technology (OT) network to support crane controls, cameras, and remote diagnostics. This approval covers the purchase of the hardware required to extend the OT backbone to each crane using a resilient, standards-based design. The scope includes industrial-rated Ethernet switches, matched power supplies for reliable on-crane distribution, and twelve (12) fiber SFP transceivers to light the fiber connections from the cranes to the nearest yard distribution cabinets. Installation and configuration will be completed in coordination with the crane commissioning schedule; this request is for equipment only and does not include labor or services.

Financial Summary:

- Equipment Cost: \$31,760.89

Recommendation:

Staff recommends approval to purchase Network Equipment for Cranes 3 and 4, for an amount not to exceed \$31,760.89.

PORT COMMISSION

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MEMORANDUM

TO: Port Commissioners
Executive Director/CEO

FROM: Rob Lowe

DATE: October 17, 2025

SUBJECT: Parental Leave

Staff met with the Personnel Committee on October 14, 2025 to discuss the possible addition of parental leave to our existing policies. There are currently no specific policies regarding parental leave with maternity leave being handled through the port's short term disability insurance. Staff is proposing a new policy for consideration to outline specific parental leave guidelines.

PORT COMMISSION

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