



Finance Committee Meeting

Thursday, October 15, 2026 at 3:00 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 Finance Committee, 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/81067271397?pwd=q4Jxli5TpWx61jLGbWhffmXUj0sftn.1>

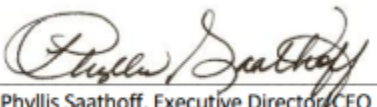
Meeting ID: 810 6727 1397

Passcode: 192736

- 1. Committee Members: Croft (Chairman), Giesecke, Fratila**
- 2. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:**
- 3. Roll Call.**
- 4. 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 videoconference.
- 5. Public Testimony.**
Public testimony on any item on this Agenda will be limited to 5 minutes per agenda item, per participant and can be completed in person or by videoconference.
- 6. Review of bids received for Insurance Broker.**
- 7. Receive update on RFP for Grant Writer.**
- 8. Discussion regarding budget for 2027 Breakbulk Conference.**
- 9. Discussion regarding budget for 2027 International Fresh Produce Association's Global Produce & Floral Show.**
- 10. Adjourn.**

The Committee 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 Committee 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: Finance Committee
Chief Executive Officer

FROM: Rob Lowe

DATE: October 15, 2026

SUBJECT: Port Insurance Broker

The current Broker of Record for insurance services with Arthur J Gallgher will expire on November 30, 2026. We received two qualified bids in response to our request for proposals. Staff will review and discuss those bids with the Finance Committee in anticipation of a recommendation to the full Port Commission on October 22, 2026.

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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TO: Executive Director/CEO
Port Freeport Commissioners
Legal Counsel

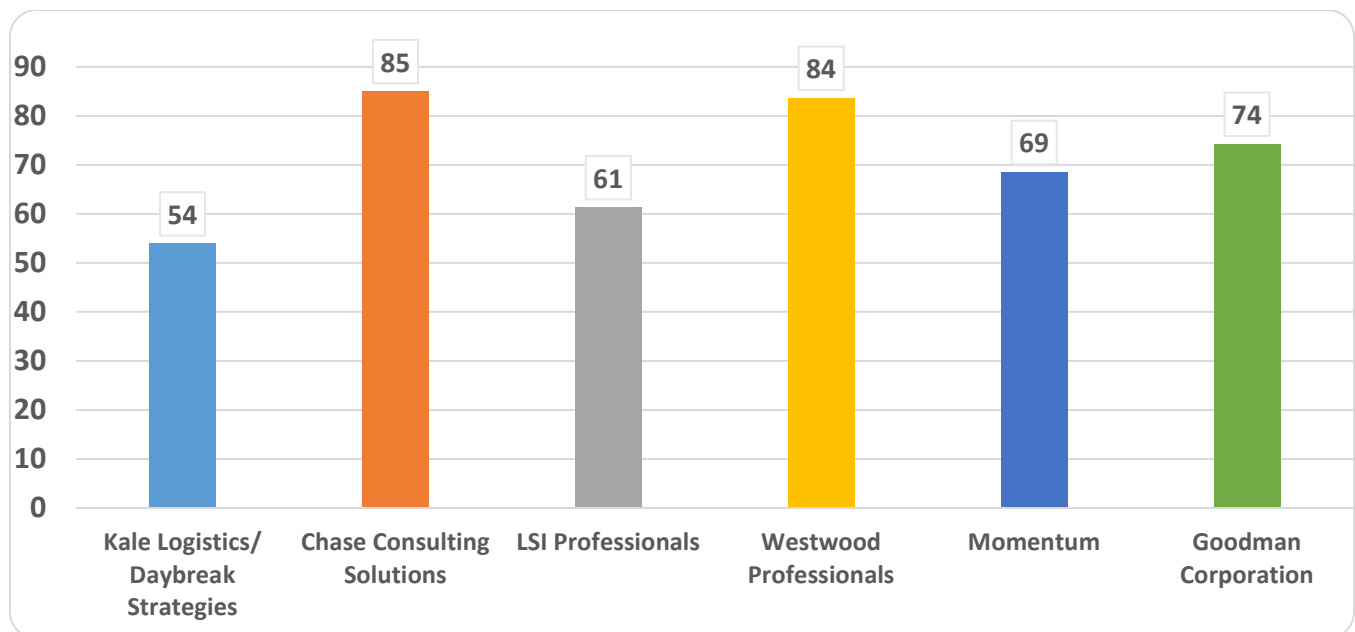
FROM: Director of Business & Economic Development

DATE: October 15, 2026

SUBJECT: RFP for Grant Writer

Staff has reviewed the proposals to the RFP for Grant Writer.

The chart below depicts the proposers' scores based on the scoring matrix that was approved by the Port Commission prior to releasing the RFP.



Chase Consulting scored the highest but omitted some scope that was requested in the RFP from their proposal (BCA calculation) which required staff to clarify to obtain the additional cost. Chase Consulting has prepared federal grant applications for public entities but appears to have limited experience with seaports.

Westwood Professionals is in 2nd place. Westwood responded to all items in the RFP as requested, and has greater experience preparing federal grant applications for seaports.

[PORT COMMISSION](#)

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It should be noted the scoring matrix can be separated into categories based on merit and then the proposer's fee. The Goodman Corporation was the leading scorer on merit, but their higher fee placed them in 3rd place.

Staff recommends holding virtual interviews with Chase Consulting and Westwood Professionals to narrow the field, but not yet discount Goodman given our experience with them and their knowledge of Port Freeport. After the interviews staff can determine which candidate is the most advantageous candidate for the port.

Staff will arrange virtual interviews with the candidates and send meeting invites to the committee members in case the committee members would like to participate.



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TO: Executive Director/CEO
Port Freeport Commissioners
Legal Counsel

FROM: Director of Business & Economic Development

DATE: October 22, 2026

SUBJECT: Breakbulk Americas 2027

Breakbulk Americas 2027 (“BBA 2027”) will be held at the George R. Brown Convention Center in Houston, Tuesday, October 19 – Wednesday 20, 2027. Breakbulk Americas is the region's largest and longest-running trade event for the industry. The event is an excellent opportunity to connect with beneficial cargo owners (“BCOs”), shippers, carriers, freight forwarders, EPCs, 3PLs and garner Port Freeport more exposure with industry colleagues. Port Freeport has attended the event annually and has a booth in the Exhibition Hall and holds a Customer Appreciation Reception.

BBA 2027 will occur during Port Freeport’s 2028 Fiscal Year. There is not an approved budget for FY2028, thus staff seeks the Port Commission’s approval to start planning and incurring expenses to prepare for the event.

In November 2025, the Port Commission approved staff request to incur expenses to \$64,500 for Breakbulk Americas 2026. Enclosed this an estimated budget for BBA2027.

Due to increased costs for the conference and the customer appreciation event, staff requests the Port Commission’s approval to incur up to \$74,500.

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TO: Executive Director/CEO
Port Freeport Commissioners
Legal Counsel

FROM: Director of Business & Economic Development

DATE: October 22, 2026

SUBJECT: International Fresh Produce Association

The International Fresh Produce Association's ("IFPA") Global Produce and Floral Show will take place in Atlanta from Wednesday, October 20 to Friday, October 22, 2027.

This Global Conference brings together entities from all facets of the supply chain related to fresh produce and floral, and an excellent opportunity to connect with growers, buyers, retailers, carriers, freight forwarders and garner Port Freeport more industry exposure.

In 2025, Walmart, Target, Kroger, HEB, Del Monte, Dole, Chiquita, Fyffes, Maersk, Hapag-Lloyd, MSC and other industry players attended the event. Port Freeport exhibited at the 2025 event and felt it was very beneficial and the port gained further exposure within this segment of industry. At the 2026 event the Port will participate in Texas Town (an area of the exhibit hall focused on Texas growers, distributors and service providers) and staff will be promoting Cross-Dock 2 and the Maersk/MSC service.

Due to the immensity of the conference and show it is recommended that 4-5 staff members attend to have good floor, booth and conference coverage.

The 2027 event will occur in Port Freeport's FY2028 for which a budget has not been adopted, thus staff requests the Port Commissions approval to incur costs related to the IFPA Global Produce and Floral Show in advance of the adoption of Port Freeport's FY2028 in amount \$45,000 to allow for any unforeseen expenses or potential cost overruns.

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