Minutes of Port Commission Meeting
July 23, 2026
In Person & Videoconference

A Regular Meeting of the Port Commission of Port Freeport was held July 23, 2026, beginning at 1:04 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 Hull, Director of Engineering
Mr. Chris Hogan, Director of Protective Services
Mr. Jason Miura, Director of Business & Economic Development
Mr. Jesse Hibbetts, Director of Operations
Ms. Missy Bevers, Executive Assistant
Mr. Rico Arbolante, IT Help Desk Technician
Ms. Amy O'Brien, Controller
Ms. Christine Lewis, Safety Coordinator
Ms. Amanda Veliz, Public Affairs Manager
Ms. Danielle Allen, Procurement Manager
Mr. Chas Gryseels, Project Engineer
Mr. Clinton Woodson, Sales Manager
Ms. Danielle Simonds, Accounting Specialist (virtual)

Absent:
Mr. Brandon Robertson, Director of IT

Also, present:
Mr. Chris Moore, Texas Port Ministry
Mr. Chad Janosky, Bay-Houston Towing
Mr. Chris Motley, Freeport Fire Department
Mr. Ahmad Alaswad, A2
Mr. Jason Foltyn, GFT
Mr. Will Bohlen, GHD
Mr. Michael Schmidt, BCS
Ms. Felicia Harral, UES
Mr. James Nash, WGMA
Mr. Manning Rollerson
Ms. Melanie Oldham
Mr. Allan Jones (virtual)
Ms. Gwendolyn Jones (virtual)
Ms. Sally Angel (virtual)

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 – Ms. Christine Lewis provided tips for back to school safety and storm season preparedness.

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 of interest noted.

   Public Comment – Ms. Melanie Oldham addressed the Commission regarding the upcoming Stop Gulf Link Oil Tank Farm and Pipeline community meeting July 25. Mr. Manning Rollerson addressed the Commission about Freeport LNG and Freeport East End.

7. Public Testimony – There was no public testimony.

8. 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 noted the Port will hold its ribbon cutting event on July 28 to celebrate the completion of the Freeport Harbor Channel Improvement Project. Brig. General Walter out of the Southwestern Division will attend the event along with Col. Dake from the Galveston District. She also noted that several of the prior Galveston District colonels that had a role in the channel project will be in attendance. Congressman Weber will also be in attendance, and recorded messages have been sent from Senators Cornyn and Cruz who cannot attend. Staff celebrated a ribbon cutting with Mitsubishi Motors of North America who is now importing vehicles through Port Freeport which will serve Middle America. She stated that financial results for the Port are on track with budget and a little ahead of prior year's numbers with July on track for 55 vessel arrivals for the month. She reported that the House and Senate both passed the Water Resources Development Act for 2026. The House also passed a short-term continuing resolution through December 4 to maintain the government's operations at the current year's spending levels. Ms. Saathoff noted that it shouldn't cause any controversy once it moves to the Senate, so hopefully they can get it passed adding that the Senate has been struggling with the passing of a Senator Graham and Senator McConnell being out. The House also passed a $1.15 trillion National Defense Authorization Act that includes the $95 billion in Pentagon and priorities budget resolution that is funding for the war with Iran. They also passed the Save America Act. Staff will continue to monitor activities in DC. The South Atlantic Gulf Coast District of the ILA will hold their annual convention in Galveston next week with Ms. Saathoff attending as her schedule allows. She also reported that as part of the plans and commitment to the expansion area and former residents of the East End, the Port will be

installing a tribute. An advisory committee of former residents will be assembled. Staff has been waiting for the city to complete the relocation of the utilities and sewer lift station before moving forward. Once the ribbon cutting event is complete, staff will soon begin organizing an initial meeting with members to provide input. She noted that this is just an advisory group with the Commission making the final decision on what is installed. Houston Wilderness will also be putting in the vegetation along FM 1495 and along 2nd Street this fall. Lastly, Ms. Saathoff recognized Ms. Veliz's husband, Jorge Veliz, who serves in the Air Force and received a medal for outstanding achievement and action in a recent situation that could have harmed many people and damaged $40 million worth of property; however, by his quick action alone he prevented that scenario from happening and was recognized for his efforts.

B. Director of Engineering
In addition to his written report, Mr. Hull confirmed that the lift station is operational and is pumping as intended adding there are five tie-ins that have to be made to connect the old system to the new pipes. He stated that four connections have been made this week, but he has not received confirmation on the 5th and final connection.

C. Director of Operations
Mr. Hibbetts reported on statistics stating that June saw 50 vessels for the month with tonnage on track as expected noting that while it's a little flat in some sectors, it's achieving in others. June was the highest month of OEM and POV's for the year with the Port handling 20,082 vehicles this month bringing the total vehicles handled year-to-date to 143,806 and 71,100 in total container containers handled. He stated that rail activity is doing well with June being the second highest month of rail cars the Port's had year-to-date. As Ms. Saathoff mentioned, next month will be another grand month to report with the Port expecting some steel ships. Lastly, Mr. Hibbetts shared a picture of the new receiving pole and pole top switch that was installed off Terminal Street and 8th Street in Parcel 1 which will allow operations to isolate power to the Port without having to pull the meters making it easier when any electrical work needs to be performed.

D. Director of Business & Economic Development
Mr. Miura first noted the following upcoming events..
August 22 - Port Bureau Annual Maritime Dinner
August 29 - Indo American Chamber of Commerce Annual Gala
September 22-23 - Breakbulk Americas w/ the Port Reception September 23
He also reported that the Port's website now has a webpage dedicated for the EPA Charting a Cleaner Course for the public to follow what the Port is doing with the EPA grant and the steps taken to execute from inventory of port equipment and emission monitoring, resiliency planning, community benefits and workforce plan as well as the electrical feasibility scenario analysis. Staff will update as the project progresses with new information. Lastly, Mr. Miura spoke on freight mobility stating the 90th legislative session is forthcoming. He stated the Port Mission Plan is developed by TxDOT Maritime, and projects are submitted by all ports of Texas for consideration in the plan. Port Freeport submitted 7 projects to be included and has also submitted another project to HGAC's Regional Transportation Plan 2050 which is a 20-year outlook for regionally significant infrastructure projects. Staff will monitor and will report back to the Commission once confirmation is received that all projects have been included.

E. Chief Financial Officer
Mr. Lowe presented the financial results for the month of June.

At this time, Ms. Veliz briefly reported on upcoming events. As previously mentioned, the ribbon cutting event for the channel project will be held July 28 with staff working on some last minute logistics. She thanked the security, safety and operations teams for their help in making the event possible. She also reported that registration for the port tours will go live the beginning of August. Staff will be working with the chambers and local businesses partners to get the message out and will have a robust social media campaign to let the public know they can sign up for the Community Port Tours day which will be held October 3. The 15th Annual Golf Tournament benefiting Texas Port Ministry will be held October 26. Staff is receiving a lot of feedback with some sponsors already committing.

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

   A. July 21 Finance Committee Meeting – Commissioner Croft stated the committee received the quarterly investment report from staff and had discussions regarding the budget and received an update on the tariff rate adjustment.

   Commissioner Croft reported attending the Mitsubishi Ribbon Cutting event.

   Commissioner Fratila also attended the Mitsubishi event as well as the Friends of the River Breakfast.

   Commissioner Santos reported also attending ribbon cutting event.

   Commissioner Kincannon reported attending the ribbon cutting event and July BCCA meeting.

   Commission Singhania had nothing to add to what had already been spoken to.

   In addition to the ribbon cutting, Commissioner Giesecke reported that he was invited to speak at the Sunset at the Monument commemoration of the Battle of Velasco 1832 and give an update on Port Freeport. He also attended the Freeport City Council meetings and the BCCA meeting.

10. Consent Agenda.

   A. Approval of Minutes from the Regular Meeting held June 25, 2026.
   B. Approval of financial reports for the period ending June 30, 2026.
   C. Approval of Executive Director/CEO & Commissioners' travel for the months of July-August 2026.

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

11. Approval of proposal received for the Port Alert and Warning System (PAWS).

   Mr. Hogan reminded the Commission that staff revised the RFP and rescoped it because the previous bids came in higher that what was budgeted. He stated that staff received 2 quotes from the revised RFP, one from Siemens and one from Johnson Controls. Using the weighted matrix approved at the last board meeting, Johnson Controls came in with the higher number and the lower bid. Mr. Hogan stated that staff seeks approval to award Johnson Controls the project for an amount not to exceed $155,767.2. He noted that this is a port security project with a Port match of $38,941.81. Mr. Hogan clarified to the Commission that ACP stands for Alertus Certified Professional or the number of technicians trained in the particular training program system.

A motion was made by Commissioner Croft to approve the proposal received for the Port Alert and Warning System in the amount not to exceed $155,767.22. The motion was seconded by Commissioner Kincannon with all Commissioners present voting in favor of the motion.

12. Approval of Purchase Order with Southern Gulf Solutions for the Dole Yard Asphalt Repairs 2026 project, for an amount not to exceed $36,380.63.

    Mr. Hull stated that the Port cost shares with Dole for the maintenance of their container yard and this year they have identified 2,000 square feet of asphalt to be repaired. Staff went out for bids with Southern Gulf Solutions submitting the lowest bid in the amount of $36,380.63 of which the Port will rebill Dole for $18,190.32.

    A motion was made by Commissioner Singhania to approve the purchase order for an amount not to exceed $36,380.63. The motion was seconded by Commissioner Kincannon with all Commissioners present voting in favor of the motion.

13. Approval of Authorization for Transfer of Port Operating Funds to G.O. Bonds Debt Service Payment account.

    Mr. Lowe explained that this is an annual process and in the Port's General Obligation bond resolutions, the Port levied an unlimited ad valorem tax to secure the payment of its general obligation bonds for the life of the bonds. The levy of the debt service tax has not been modified and remains in place under the bond resolutions. The bond resolutions allow the Port to reduce its tax rate to the extent the Port has set aside other lawfully available funds for the payment of debt service prior to setting its annual tax rate. The Port remains obligated to annually assess taxes and amounts sufficient to pay debt service under the bond resolutions. The Fiscal Year 2027 General Obligation Bonds debt payments total $7,249,525. Mr. Lowe stated that staff is requesting authorization to transfer $7,249,525 of unrestricted Port Operating Funds into the General Obligation Interest and Sinking account for the Fiscal Year 2027 General Obligation Debt Service payments. Staff will then communicate the General Obligation Interest and Sinking account balance to the Brazoria County Tax Assessor Collector, which will result in a Fiscal Year 2027 tax rate of $0.00. Mr. Lowe stated that the Port Commission made the decision a few years back to go to a zero tax rate and asked staff to set aside funds on a monthly basis that is technically still in a port operating account. Bond Counsel has recommended that staff annually request authorization from the Commission to move the Operating account into the I&S account, which corresponds to when Kristin Bulanek (BC Tax Assessor) sends out her notice asking the Port to indicate if it has any funds. He explained that normally you might just want to reduce the amount by a certain amount if you have excess funds, but the Port is committing the entire amount which will create a zero tax before the budgeting process begins and is in line with previous discussions. Staff requests approval to move the funds. Ms. Saathoff noted that when the financial results are announced, it's the positive cash flow and having a net operating income that puts the Port in position to be able to do this adding that it's the overall good stewardship of the Port and the way the contracts and business is managed in making sure that the Port is yielding positive results to continue to do this.

A motion was made by Commissioner Kincannon to approve the authorization for transfer of $7,249,525 Operating Funds to the G.O. Bonds Debt Service Payment account. The motion was seconded by Commissioner Giesecke with all Commissioners present voting in favor of the motion.

14. 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, 25, 27, 34 and property on Quintana Island.

15. RECONVENED OPEN SESSION:

16. Adjourn.

With no further business before the Commission, the meeting adjourned at 4:43 PM.