Minutes of Port Commission Meeting
June 25, 2026
In Person & Videoconference

A Regular Meeting of the Port Commission of Port Freeport was held June 25, 2026, beginning at 1:01 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. Brandon Robertson, Director of IT
Mr. Jesse Hibbetts, Director of Operations
Ms. Missy Bevers, Executive Assistant
Ms. Amy O'Brien, Controller
Ms. Christine Lewis, Safety Coordinator
Mr. Clinton Woodson, Sales Manager
Ms. Amanda Veliz, Public Affairs Manager
Ms. Danielle Allen, Procurement Manager
Ms. Vicki Smith, Accounting Manager
Mr. Chas Gryseels, Project Engineer (virtual)
Ms. Ruby Dunn, Receptionist (virtual)
Ms. Emily Henderson, Sales and Marketing Specialist (virtual)

**Also, present:**
Mr. Chuck Beem, Texas Port Ministry
Mr. Daniel Longoria, Bay-Houston Towing
Mr. Will Bohlen, GHD
Mr. Michael Schmidt, BCS
Mr. Admad Alaswad, A2 Strategies
Ms. Sally Angell (virtual)
Ms. Cyndi Valdes (virtual)
Mr. Hunter Kasuls (virtual)
Mr. Michael Miller (virtual)
Mr. Jesse Kamm (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. Chuck Beem, 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 safety tips the summer heat as well as preparations for hurricane season.

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.

7. Public Comment – There was no public comment.

8. Public Testimony – There was no public testimony.

9. 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 the port will be celebrating the ribbon cutting of the completed Freeport Harbor Channel Improvement Project on July 28 at 10 a.m. with Congressman Weber participating. She noted that with the dredging complete, the port is now the deepest port in the Gulf. She also reported that the financial results are still very strong with revenues in line with the budget. Vessel traffic also continues to be steady noting that port wide, we are six vessels ahead of this time last year. Ms. Veliz gave an update on the community port tours day that is scheduled for later in the year on October 3 and shared the web page on the port website that is dedicated to the tours. The webpage offers information on the tours including safety and security requirements, a FAQ section, and registration links that will go live in a few weeks. Additionally, she noted that the annual golf tournament is scheduled for October 26. Ms. Saathoff also reported the HGAC is making a call for projects for the 2050 RTP - Regional Transportation Plan with a deadline of July 17. Staff will need to review the port's plan to determine if there are any related projects that will connect state highways to the port and if they need to be included in the RTP. There have also been a number of notices of funding opportunities (NOFO) coming out at the federal level with most recommended for states, however, a NOFO has come out for security, and staff is ready to submit an application for the security grant program. Ms. Saathoff stated that the Freeport EDC has requested a letter of support for the city to continue to receive their designation as an Opportunity Zone. Ms. Saathoff will submit a letter from the port supporting that designation. Ms. Saathoff recently spoke with the port's federal consultant, Geoff Bowman, reporting that the political situation is reaching new lows in DC, with refusals to sign bills, priorities in administration not moving forward, diminishing likelihood that appropriations will be passed and the increasing likelihood that a continuing resolution will be needed in the fall to keep the government open when the fiscal year end being September 30th. Staff will continue to monitor.

B. Director of Engineering
In addition to his written report, Mr. Hull gave an update on Corps projects that includes a clean sweep of the ship channel. This project will advertise in July, open bids in August, award in September, start in October and complete in March 2027. Additionally, in Placement Area 1, the containment dike will be raised approximately 3 feet to create additional capacity. This project will start after July 4 and be completed in April 2027. Lastly, the ICWW and the San Bernard River will be dredged with advertisement beginning at the end of August, bids opened at the end of October, award contract in December and start in January of 2027. The project is estimated to be completed mid-year 2027. Mr. Hull clarified that the dredging for the San Bernard River does not include the mouth, rather the dredging will begin at the ICWW and move upstream to about Old Ocean.

C. Director of Operations
Mr. Hibbetts reported on statistics for May stating the port saw another month of 51 vessels, with lay days up due to rice barges. Tonnage is in line where the port was last year and rail cars remaining very consistent. June also looks to be another good month with 50+ vessels expected.

D. Director of Business & Economic Development
Mr. Miura stated the Mitsubishi Ribbon Cutting will be held July 1 and will begin with remarks at the Administration Building before proceeding to the port for the ribbon cutting and boarding the Hoegh Sunrise for a plaque presentation. Staff has submitted an application for the AAPA Lighthouse Awards under Excellence in Marketing and Communications for the port's new website. Mr. Miura also introduced Mr. Garrett Cook, business development's intern for the summer. Mr. Cook thanked the port for the opportunity to get a deeper view in how the port operates as well as learning about the new opportunities coming to the port.

E. Chief Financial Officer
Mr. Lowe presented the financial results for the month of May. He also reported that on June 17, the port received a $6.3 million refund on the crane tariff. Additionally, he announced that Bailee Anderson has moved on to a different opportunity. In the interim, Eli Matteck has joined the team to help out while the team seeks a permanent replacement.

Ms. Veliz also announced that Tricia Vela is leaving the port as well to enjoy time with her family. Ruby Dunn will fill her position, and staff will be seeking a replacement for the receptionist position. Additionally, the public affairs team has also submitted an application for the Lighthouse Award for the centennial year under Communications and Education.

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

A. June 11 ESGS Committee Meeting – Commissioner Fratila stated the committee received a presentation of the port community tours webpage as well as the EPA webpage on the port's website. The committee also received a recap of the recently held vendor workshop and an update on the progress of the EPA Clean Ports Program grant.

B. June 11 OSS Committee Meeting – Commissioner Santos stated the committee received updates regarding the crane spare parts, EOC generator and grating replacement for Cranes 1 and 2.

C. June 17 Finance Committee Meeting – Commissioner Croft stated the committee reviewed the RFP for insurance broker that is on the agenda for approval. The committee also reviewed the budget for the Port Freeport Golf Tournament and the Port Community Tours, both of which are on the agenda for approval. All items received favorably consideration from the committee.

D. Commissioner Croft reported attending the Alliance executive committee meetings, and Volkswagen's 250th Units Celebration.

   In addition to the Volkswagen event, Commissioner Fratila attended the Friends of the River Breakfast and participated in the Brazosport shop local event.

   Commissioner Santos reported attending the CAP meeting as well as the Volkswagen event.

   Commissioner Kincannon reported attending the Highway 36A board meeting, the CAP meeting, TxDOT public meeting regarding State Highway 35 and Business Highway 35 modification options.

   Commissioner Singhania reported attending most of the same meetings as well as site selection team meeting for a potential new tenant.

   Commissioner Giesecke reported that he continues his tradition of focusing on the items related to Port Freeport including monthly Brazosport Chamber meeting, site selection team meeting, Hispanic Chamber Inaugural Men's Leadership Conference as well as the quarterly 100 Club meeting.

11. Consent Agenda.

A. Approval of Minutes from the Special Meeting held May 27, 2026 and the Regular Meeting held May 28, 2026.
B. Approval of financial reports for the period ending May 31, 2026.
C. Adoption of a Resolution approving the Port Freeport Investment Policy.

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

12. Approval of payment to CenterPoint Energy for the relocation of power lines for the upcoming development of Cross Dock 2, for an amount not to exceed $564,633.00.

Mr. Hull stated the payment of $564,633 to CenterPoint will relocate the power line from 8th Street to 5th Street to accommodate the development of Cross Dock 2. Mr. Hull recommends approval.

A motion was made by Commissioner Santos to approve the payment of $564,633. The motion was seconded by Commissioner Singhania with all Commissioners present voting in favor of the motion.

13. Approval of payment to AT&T for relocation of fiber optic, for the upcoming development of Cross Dock 2.

    Mr. Hull stated the payment of $38,415.54 is to AT&T for the relocation of fiber optic from the same area on 8th Street to 5th Street. AT&T will hang the fiber on the new poles that CenterPoint will install after payment is made. Mr. Hull recommends approval.

    A motion was made by Commissioner Santos to approve the payment of $38,415.54. The motion was seconded by Commissioner Kincannon with all Commissioners present voting in favor of the motion.

14. Approval of a Request for Proposal (RFP) for the Port Alert and Warning System (PAWS).

    Mr. Hogan stated that the port received bids for the Port Alert and Warning Systems (PAWS), which is part of the port security grant that has a 25% match. The system adds emergency displays (monitors) in the Admin and EOC buildings, adds audible and messaging devices in operations, maintenance and security shacks and also adds speakers outside/inside the port to allow messages to be broadcast to port users. Mr. Hogan explained the original projections were done in early 2023 and allowed for inflations, etc., however, the quotes came back significantly higher than what staff put in the grant. For that reason, staff wants to repost the RFP with the exclusion of a few speakers and the addition of a weighted matrix. Staff recommends approval of the RFP and matrix as presented. Mr. Hogan noted that the port will not be sacrificing anything with the reduction of speakers in the proposed areas. In addition, the system can be expanded at a later date.

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

15. Approval of a Request for Proposal (RFP) for Insurance Broker.

    Mr. Lowe stated that the current broker of record for insurance services with Arthur J. Gallagher will expire November 30, 2026 noting that the brokerage service is critical to maintaining the most cost effective coverages for the port. He stated that an RFP and scoring matrix has been prepared for a new term effective December 1, 2026. Staff has reviewed the RFP and matrix with the finance committee and recommends approval.

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

16. Approval of budget and benefactor for the 2026 Port Freeport Golf Tournament.

    Ms. Veliz stated that the annual golf tournament will be held October 26 at the Wilderness Golf Course and as this event does take place in the first month of fiscal year 2027, staff is requesting approval of the tournament budget and beneficiary designation in advance of the 2027 budget adoption process. She stated the total tournament budget is $20,000 and includes a $5,000 sponsorship contribution from Port Freeport. She further stated that since 2012, proceeds from the tournament have supported Texas Port Ministry. Staff requests approval for the Port Freeport's sponsorship contribution, the tournament budget and designation of Texas Port Ministry as the event beneficiary prior to the fiscal year 2027 budget. Staff reviewed this with the finance committee receiving full support.

A motion was made by Commissioner Croft to approve the budget and benefactor for the 2026 Port Freeport Golf Tournament. The motion was seconded by Commissioner Fratila with all Commissioners present voting in favor of the motion.

17. Approval of budget for the 2026 Community Port Tours.

Ms. Veliz stated that Port Freeport will be hosting community port tours on October 3 which provide residents within the District and surrounding areas an opportunity to experience port operations firsthand and gain a greater understanding of the economic impact, infrastructure investments, maritime commerce and role in supporting local, state and national supply chains the port provides. She stated that staff anticipates hosting 200 participants for the guided bus tours with support provided by staff and volunteers. The estimated cost of the event is $8,000 which included bus charter transportation, police officer support, staff meals, videography services, marketing materials and event supplies. Staff recommends approval of the 2026 community port tours and associated expenditure in an amount not to exceed $8,000. Commissioners agreed that it was a well-received event by the community with many asking if the port would offer them again for those who couldn't make it.

A motion was made by Commissioner Fratila to approve the budget for the 2026 Community Port Tours. The motion was seconded by Commissioner Singhania with all Commissioners present voting in favor of the motion.

18. Approval of budget for TPM 2027 Conference.

Mr. Miura stated that he is requesting approval to make commitments for sponsorship for the 2027 Transpacific Maritime Conference (TPM) in advance of adoption of the fiscal year 2027 budget. He stated the conference will be held February 28-March 3, 2027 and brings together cargo owners/shippers/beneficial cargo owners (BCOs) with international logistics service providers including ocean carriers, ocean and air forwarders, third-party logistics, marine terminals, ports, truckers, railroads, banks and others. Currently, Ms. Saathoff, Mr. Woodson and Mr. Miura plan to attend. He further stated the port has supported the conference in the past with a bronze sponsorship; however, this year staff recommends the bronze sponsorship with the addition of sponsoring the TPM Cold Chain sessions. The two sponsorships total $63,950 and includes 3 full conference passes. With the sponsorship, 3 staff attendees and estimated travel expenses, the total comes to $71,450. Mr. Miura also noted the following that is included with the sponsorships…

- Three – Full conference passes for employees
- Three – Discount conference passes @ $1,885
- Digital on-site ad signage featuring rotating Partner messages
- Logo placement on TPM website Partner Page
- Logo placement on "Thank You to Our Partners" signage
- Logo placement in "Thank you to our Partners" video shown during Welcome Remarks

• Logo placement in General Session
• Company Listing for TPM App: Logo and Description (if applicable)
• LBCC Ballroom Entrance 2nd level Branding

Staff requests approval of the total amount to begin making commitments for the sponsorships in advance of the adoption of the FY2027 budget. Ms. Saathoff commented that the timing for adding the additional sponsorship for the cold chain sessions is very important because by the time staff attends the conference, the port should have the Cross Dock 2 facility under construction.

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

19. 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.

20. RECONVENED OPEN SESSION to review and consider the following:
Commissioner Giesecke noted that Commissioner Fratila left the meeting at the conclusion of executive session.

21. Approval of Third Amendment to Terminal Use Agreement between Port Freeport and Cemex, Inc.

    Mr. Miura stated that staff recommends approval of a third amendment to the Terminal Use Agreement between Port Freeport and Cemex, Inc. with non-material changes accepted as reviewed and approved by legal counsel and furthermore, authorizing the Executive Director/CEO to sign the agreement on Port Freeport's behalf, subject to receiving an executed copy from Cemex in advance.

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

22. Adjourn.

    With no further business before the Commission, the meeting adjourned at 7:04 PM.