

AGENDA

Port Freeport
Pilot Commission
Special Meeting
Thursday, October 19, 2023, 12:15 pm - 12:45 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 Pilot 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. The videoconference is available online as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/87878763807?pwd=cHICTDIEZCt1S3BZZHptMXNaSGtkZz09>

Meeting ID: 878 7876 3807

Passcode: 782238

Dial by your location

• 1 346 248 7799 US (Houston)

Meeting ID: 878 7876 3807

Find your local number: <https://us02web.zoom.us/u/kcYJvqLlK6>

1. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:
2. Roll Call.
3. 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)
4. 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.
5. Approval of minutes from the Special Meeting held September 22, 2022.
6. Election of Chairman, Vice Chairman and Secretary/Treasurer for the period, June 2023 - May 2025.
7. Receive update from the Channel User Advisory Group.
8. Approval of new location for dispatch center.
9. Receive update from the Brazos Pilots Association.
10. Adjourn.

The Pilot 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 Pilot 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

Minutes of Pilot Commission
Port Freeport
September 22, 2022

A Special Meeting of the Pilot Commission of Port Freeport was held September 22, 2022, beginning at 1:03 PM at the Port Freeport Administration Building, 1100 Cherry Street, Freeport, Texas.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81396114648?pwd=a2JMSIBDTHlyUnFwUFk4UzhkSzdzUT09>

Meeting ID: 813 9611 4648

Passcode: 490993

Dial by your location

+1 346 248 7799 US (Houston)

Meeting ID: 813 9611 4648

Find your local number: <https://us02web.zoom.us/u/kBEKLFU7o>

Commissioners present in person:

Mr. John Hoss, Chairman
Mr. Rudy Santos, Vice Chairman
Mr. Dan Croft, Secretary
Mr. Rob Giesecke, Asst. Secretary
Mr. Ravi Singhania, Commissioner
Mr. Shane Pirtle, Commissioner

Staff Members present:

Mr. Grady Randle, Legal Counsel
Ms. Phyllis Saathoff, Executive Director/CEO
Mr. Rob Lowe, Director of Administration/CFO
Mr. Al Durel, Director of Operations
Mr. Jason Hull, Director of Engineering
Mr. Mike Wilson, Director of Economic Development
Mr. Chris Hogan, Director of Protective Services
Mr. Jason Miura, Director of Business & Economic Development
Mr. Brandon Robertson, Network Systems Manager
Ms. Missy Bevers, Executive Assistant
Ms. Mary Campus, Controller
Mr. Jesse Hibbetts, Operations Manager
Mr. Austin Seth, Operations Supervisor
Ms. Christine Lewis, Safety Coordinator

Also, present:

Ms. Colleen Kallestad, Freeport LNG
Capt. Matthew Krohn, Brazos Pilots Association
Mr. Sam Gregson, Cummings Westlake
Mr. Rick Stephanow, Gulf LNG Services

Mr. Al Villarreal, Freeport LNG
Mr. BJ Schulze, Bay Houston Towing
Mr. Steve Stein

1. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:

2. Roll Call.

Commissioner Hoss noted that all Commissioners were present in the Board Room.

3. Public Comment.

There were no comments from the public.

4. Public Testimony.

There was no testimony from the public.

5. Approval of minutes from the Special Meeting held April 14, 2022.

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

6. Approval of the reappointment of Captain Matthew Krohn as Branch Pilot for the Ports of Brazoria County.

Mr. Durel stated that Captain Krohn submitted his application timely, and staff found it to be in order and complete. His application included a current bond which will expire in October. Captain Krohn has since submitted his renewal bond which will take effect when the current bond expires. Mr. Durel stated that Captain Krohn has been a stellar pilot and communicates well with staff. Staff recommends approval. Commissioner echoed Mr. Durel's sentiments stating that as a Port user, he very much appreciates what the Pilots do and their quality of work.

A motion was made by Commissioner Santos to approve the reappointment of Matthew Krohn as Branch Pilot for the Ports of Brazoria County. The motion was seconded by Commissioner Singhanian with all Commissioners present voting in favor of the motion.

7. Receive update from the Channel User Advisory Group.

Captain Krohn began with the update he gave to the Channel Advisory Group first covering the mandate adopted from the last tariff request that lays out what is required of the group and how often they meet. He then covered the communication fund budget stating the beginning balance in May (3rd Quarter) was \$94,405.57 with an ending balance of \$93,969.30. He further illustrated the revenue, expenses and balance on the next slide showing that income was steady March through May but dropped in June which is when Freeport LNG had their incident. He noted that expenses remained average with IT support being a large contributor. Because the

Pilots are collecting \$5,000-\$8,000 each month from LNG for dispatch, they have recommended to the Channel User Advisory Group to have a 4-month overlap/buffer to give them a little reserve in the background for months like this. He stated that once they are back to normal traffic, their target is about 4 months of operating expenses which is approximately \$144,000. They are tracking what's coming in/going out and looking at different means to manage including a new administrative assistant and potentially an additional dispatcher. Captain Krohn discussed some of the different changes that have occurred which include going down to four dispatchers which has worked much better with a constant schedule of 12-hour shifts, 7 days on, 7 days off. Vessel movements graph show how much the movements have gone down since a full month of LNG in May at 215, partial month in June with 192, 166 in July and 174 in August. The Pilots expect September to be around 160. Captain Krohn then recapped who they have on staff for dispatchers noting all are doing a fantastic job. Target date for adding a new administrative assistant will be 4th Quarter once LNG is back online. This person will take over the lead role of dispatch handling all the administrative duties, serve as a backup dispatcher if needed and take on more load when it comes to the dispatch role/duties. He also shared the list of agents and terminals registered for the dispatch system noting the list is constantly growing. The final slide showed the 4 months reserve fund he spoke to earlier showing the average amount they are looking at is approximately \$146,000 noting as the average month changes, the total amount will decrease/increase as well.

Commissioner Pirtle inquired how the Pilots' personnel and boat support was going. Capt. Krohn stated that the boat team is the same with four boatmen, one boat superintendent staying ashore and four deckhands that are working out great. Plans for a new boat are still quite a way off (2024) with cost significantly up.

Ms. Colleen Kallestad gave a brief update for the Channel User Advisory Group stating the group met September 13 and had representation from every Port user at the meeting noting there were no issues with what the Pilots presented, and all users and customers are happy with the dispatch system.

8. Receive update regarding the Lone Star Harbor Safety Subcommittee.

Ms. Colleen Kallestad gave an update on the Lone Star Harbor Safety Freeport Subcommittee stating the committee last met July 21 with a lot of participation from those who normally do not attend including DHS, Surfside and Coast Guard Substation. The committee discussed critical communications in the Port going forward. Since that meeting, Mr. Hogan's BMAT Team has been working with U.S. Coast Guard on drills and exercises for Port Freeport as a whole to make sure everyone comes together to work as a team. More discussion to come at BMAT's next meeting in October. Ms. Kallestad also reported the NOAA PORTS System is complete and now public. You can view "Freeport" on the website to view currents and all the weather. This will be a useful tool for the Pilots with traffic movement. The Coast Guard is still working on the ATONs, trying to notify people when they strike them. The group has also highlighted a need for U. S. Coast Guard to be more present in Freeport. She also noted that Freeport LNG gave a presentation on the proposed barge docks with commencement of operations slated for 2025. Also noted from the meeting, channel dredging is scheduled to begin in the October/November timeframe and with regard to the recreational boater community, the Coast Guard Auxiliary and members of the maritime advisory committee from San Jacinto College and others are reaching out to educate recreational boaters. The Coast Guard Auxiliary is also increasing their presence in the Port as a deterrent. Ms. Saathoff

thanked Freeport LNG and Ms. Kallestad for taking the lead on the NOAA PORTS System. Freeport LNG funded the actual construction and advanced two years of maintenance noting the item on the Port Commission agenda to approve the Inter-Agency Agreement with Texas A&M University-Corpus Christi who will handle the maintenance.

9. Receive update from the Brazos Pilots Association.

Captain Krohn had nothing further to report on other than the Pilots did finally get their permit passed for construction of the shipyard facility going in next to the pilot station that services the boats. They anticipate breaking ground next month. He also thanked the Commission for the NOAA PORTS System, something the Port has needed for a long time giving the pilots the ability to work more efficiently, safely and allow extended hours. Commissioner Pirtle inquired about the new antenna. Capt. Krohn stated the radio antenna has been in place at the station and is complete. It's a 100-foot tower and reaches about 12 miles out. He noted that eventually they may need to reach ships further out for deeper drafts and will need to budget rental space on the tower for more of a 450-foot tower range. This will reach approximately 35 miles out and allow the pilots to begin communication with ships 4-5 hours out. Ms. Saathoff also noted that Chris DiVeglio with NOAA will give an overview of the NOAA Ports System at the October 13 meeting. Commissioner Hoss inquired about chart updates. Capt. Krohn recently met with NOAA and the Corps stating there is a bit of a disconnect regarding the framework of the channel explaining the chart outlines where the federal channel is however, now that the section by the Dow Thumb has been deepened and widened, that framework has not changed or updated yet to show the deep water and the captains, as they use the deep water, think they are going out of the channel. They are working very hard with NOAA and the Corps to get them to update as sections are deepened and widened, rather than waiting until the end.

9. Adjourn.

With no further business before the Commission, the meeting adjourned at 1:30 PM.

John Hoss, Chairman

Rudy Santos, Vice Chairman

Dan Croft, Secretary/Treasurer

Ravi Singhanian, Commissioner

Shane Pirtle, Commissioner

Rob Giesecke, Commissioner



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

MEMORANDUM

TO: Commissioners

FROM: Phyllis Saathoff, Executive Director/CEO

DATE: October 13, 2023

SUBJECT: Election of Officers

For information as you consider the election of officers for the Pilot Commission, it has been common practice for the officers for the Pilot Commission to mirror the Port Commission officers to keep continuity between the two commissions and reduce confusion. The officer positions for the Pilot Commission include Chairman, Vice Chairman, and Secretary/Treasurer.

[PORT COMMISSION](#)

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