

**BOARD FOR BRANCH PILOTS MEETING
MINUTES**

The Virginia Board for Branch Pilots met on Wednesday, November 2, 2011, at the Virginia International Terminals, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Charles R. Amory, Jr.
Captain Robert H. Callis, III
Bruce R. Cherry
Captain J. William Cofer
Captain Milton B. Edmunds
William M. Martin III
Captain John A. Morgan, Jr.
Meade G. Stone, Jr.

Board member Thomas P. Host III was not present for the meeting

Staff present for the meeting were:

Gordon N. Dixon, Director
Kathleen (Kate) R. Nosbisch, Executive Director
Amy Goobic, Administrative Assistant

There was no representative present from the Office of the Attorney General.

Finding a quorum of the Board present, Mr. Cherry, President, called the meeting to order at 10:31 a.m.

Call to Order

Captain Callis moved to approve the agenda as amended. Mr. Stone seconded the motion which was unanimously approved by Messrs. and Captains: Amory, Callis, Cherry, Cofer, Edmunds, Martin, Morgan and Stone.

**Approval of
Agenda**

Ms. Nosbisch introduced Elizabeth (Bet) Cake, the new board liaison from the Board for Professional and Occupational Regulation. Ms. Nosbisch introduced the members of the Board for Branch Pilots. Mr. Cherry welcomed Ms. Cake.

**Introduction of
Elizabeth Cake,
Liaison from the
Board for
Professional and
Occupational
Regulation**

Captain Cofer moved to approve the minutes from the July 29, 2011, board meeting. Mr. Stone seconded the motion which was unanimously approved by Messrs. and Captains: Amory, Callis, Cherry, Cofer, Edmunds, Martin, Morgan and Stone.

**Approval of
Minutes**

Discussion was held on correspondence received from Captain Charles A. Huffman V, a limited Branch Pilot. As required by the Board's regulations, Captain Huffman reported to the Board that he was diagnosed with a medical condition and is undergoing treatment. Captain Huffman provided the Board correspondence from the Medical Review Officer (MRO) declaring him fit for duty. Captain Huffman also informed the United States Coast Guard and was told that he could continue to use his unlimited Federal Inland Masters License with First Class Pilot endorsement. Captain Huffman would be required to make up any time off to fulfill the hours necessary for the Foxtrot designation of his Limited Branch Pilot license.

**Communication
from Captain
Charles A.
Huffman V**

Captain Cofer stated that Captain Huffman has followed the regulations by self reporting and being deemed fit for duty by the MRO. The Virginia Pilot Association does not determine fitness. Mr. Dixon reiterated that according to the regulations, it comes down to the judgment of the MRO.

Captain Callis informed the Board that there may be an issue with the licensing schedule due to sick days taken by Captain Huffman, that there may need to be an additional meeting of the Exam Committee.

Mr. Cherry requested the number of ships Captain Huffman has piloted and the number of sick days taken since his diagnosis for the next board meeting.

Ms. Nosbisch informed the Board that the proposed regulations have been at the Governor's office for 30 days. Following approval the regulations must be at the Register's office within 14 days for publication, after which there will be a 30 day final adoption and public comment period. At the close of the 30 days, the final regulations become effective.

**Regulatory
Review Update**

Mr. Cherry asked Captain Cofer to explain the dual license requirements of a Branch Pilot for Ms. Cake, as this was mentioned during the discussion regarding Captain Huffman. Captain Cofer explained that a branch pilot is licensed through the Commonwealth, but must also hold an unlimited United States Coast Guard (USCG) Federal Inland Masters License with First Class Pilot endorsement, which is the minimum standard. The state license requirements are more stringent. Holding both licenses enables the pilots to service more waters and any type of vessel.

Other Business

Ms. Nosbsich read the following correspondence written to Captains J. William Cofer and William L. Counselman from Captain M. S. Ogle, USCG, Port Captain, Sector Hampton Roads, regarding their efforts during Hurricane Irene. Captain Ogle complimented Captains Cofer and

Counselman on their advice and action before, during and after the hurricane which allowed the speedy reopening of the Port and the safe return of numerous ships, including 37 naval ships that had been sent out to sea.



Sector Commander
Sector Hampton Roads

September 6, 2011

Captains Bill Cofer and Billy Counselman
Virginia Pilot Association
3329 Shore Drive
Virginia Beach, VA 23451

Dear Bill and Billy:

Please accept my thanks to both of you for "always" being on the end of the phone to discuss vital issues to our port. Regardless of the time of day, nature of concern or even when you're in a duck blind, you guys are always there with superb counsel.

Hurricane Irene was no exception. I was very anxious about the 9 coal ships moving to anchor off Cape Charles. You helped abate that fear by moving them north and supporting the recommendation to ballast. None of these ships would have issues during the storm. But the real moment came when we had reports of possible shoaling. I must admit bringing in the ships Sunday night had big risks. If we had grounded a vessel and blocked a channel, it would potentially long delays for a growing queue of commercial ships as well as 37 warships. Career wise, I'm not sure I would have survived that. Not allowing the transit had its downside as well, creating significant delays of commercial traffic now competing for the same waterways with the Navy. My staff was split on the way forward. You convinced me that indeed you could get the ships in safely and you did! I did not sleep well that night but when I drove in early Monday morning, I was thrilled to see that 1000' container ship at APM.

You are true maritime leaders and my best members in the port. Thanks for everything you do for our nation!

Sincerely,

M.S. OULE
Captain, U.S. Coast Guard

Captain Cofer reported that the Pilot Association developed a plan 15 years ago for hurricane preparedness with regards to the Port of Hampton Roads, instead of shutting down the port. With regards to Hurricane Irene, the Pilot Association, along with the USCG, Army Corps of Engineers, Navy and the National Oceanic and Atmospheric Administration (NOAA), worked to safely prepare the port and ships for the storm. Following the Saturday hurricane, the agencies swiftly corrected buoy placement, checked for shoaling, and were able to begin moving ships back to port Sunday

night.

The Board recessed from 11:16 a.m. until 11:21 a.m.

Recess

Board members participated in the Conflict of Interests Act training as it is required of all board members. Board members signed certificates verifying that they had completed the training course.

Conflict of Interests Act Training

Conflict of Interest forms were completed by all members present.

Conflict of Interest Forms

There being no further business, the meeting was adjourned at 12:11 p.m.

Adjourn



Bruce R. Cherry, President



Gordon N. Dixon, Secretary

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Bruce R. Cherry
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting November 2, 2011

5. I have a personal interest in the following transaction:

NONE

Nature of Personal Interest Affected by Transaction:

NONE

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

NONE

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Bruce R. Cherry
Signature

2 Nov. '11
Date

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Meade G. Stone, Jr.
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting November 2, 2011

5. I have a personal interest in the following transaction:

NONE

Nature of Personal Interest Affected by Transaction:

NONE

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

NONE

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Meade G Stone
Signature

11-2-2011
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Charles R. Amory, Jr.
2. Title: Board Member
- ✓ 3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting November 2, 2011

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Charles R. Amory
Signature

11-2-11
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Milton B. Edmunds
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting November 2, 2011

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I **do not** have a personal interest in any transactions taken at this meeting.

Milton B. Edmunds
Signature

11/2/11
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: John A. Morgan, Jr.
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting November 2, 2011

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

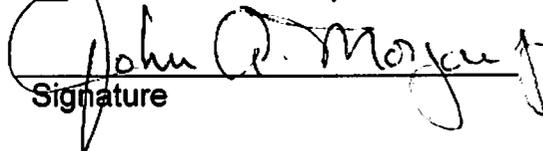
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.


Signature

11/2/2011
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: William M. Martin, III
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting November 2, 2011

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

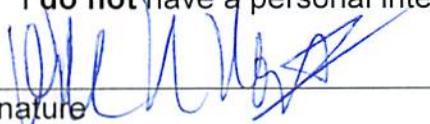
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Signature



Date

11/02/11

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government**

1. Name: Robert H. Callis, III
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting November 2, 2011

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

Virginia Pilot Assn.

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I do not have a personal interest in any transactions taken at this meeting.

Robert H. Callis
Signature

11/2/11
Date

**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: J. William Cofer
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting November 2, 2011

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6. I **do not** have a personal interest in any transactions taken at this meeting.


Signature

Nov 2 2011
Date