

**BOARD FOR BRANCH PILOTS MEETING  
MINUTES**

The Virginia Board for Branch Pilots met on September 14, 2023, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Aaron Anseeuw  
Captain E. Waightstill Avery  
I. Vincent Behm, Jr  
Captain Robert H. Callis, III  
Captain J.W. Whiting Chisman, III  
Michael W. Coleman  
Captain January N. Collins  
Patrick B. McDermott  
Christine N. Piersall

Staff present for all, or part of the meeting were:

Tom Payne, CID Deputy Director  
Kathleen R. Nosbisch, Executive Director  
Kerri O'Brien, Communications and  
Digital Media Manager  
Ecila Williams, Administrative Coordinator

Demetrios J. Melis, Director and Kishore Thota, Chief Deputy Director, were not present at the meeting with regrets.

Elizabeth Peay, Assistant Attorney General with the Office of the Attorney General, was present.

Member of the Audience included:

Mark Coberly, Manager, Maritime Law Department, Representative from Woods Rogers  
Vandeventer Black PLC  
Zachary Dodson, VPA  
Matthew Morse, VPA  
Austin Capps, VPA  
Laura Outland, VPA  
Kate Dodson  
Keith Dodson  
Kim Starr  
Katie Wendell  
Grace Morse  
Jennie Capps  
Nelva Capps  
Connor Capps

Finding a quorum of the Board present, Mr. Coleman, President, called the meeting to order at 1:03 p.m.

**Call to Order**

Ms. Nobsisch advised the Board of the emergency evacuation procedures.

**Safety  
Evacuation  
Instructions**

Ms. Nobsisch introduced Ms. Williams as the new Administrative Coordinator, Mr. Payne and Ms. O'Brien.

**Introductions**

Captain Avery moved to approve the agenda. Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

**Approval of  
Agenda**

Mr. McDermott moved to approve the minutes from the June 12, 2023 Board meeting. Mr. Behm seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott and Piersall.

**Approval of  
Minutes**

There was no public comment.

**Public  
Comment  
Period**

Captain Callis provided the Board with a report of examinations conducted by the Exam Administrators on September 14, 2023. The following committee members were present, Captains: Avery, Callis, Chisman, and Collins. The following report was made:

**Exam  
Administrator's  
Report**

Austin C. Capps answered oral questions related to the initial license. The subjects included courses and distances from CH Buoy to the James River Bridge and to Town Point, local traffic, safe anchoring positions in Lynnhaven, Sewell's Point and Newport News, anchoring techniques, bridge clearances, docking and undocking situations with, and without towboats, pilot/dockmaster relationship, the master/pilot exchange of information, use of the auxiliary channel, bank cushion and suction, meeting and overtaking situations, propulsion and steering systems, safe vessel speed, under keel clearance, reduced visibility, proper usage of personal and ship's navigation equipment, emergency ship handling, vessel and terminal security, state and federal regulations, the duties of a Limited Branch Pilot, personal conduct, fatigue, prescription drugs, chemical testing, the role of the MRO (medical review officer) and reportable incidents. Austin C. Capps is a graduate of Virginia Military Institute, and he has successfully completed the first two years of the Virginia Pilot Association apprenticeship program.

After considering the results of the examination, Captain Callis moved Austin C. Capps for an Alpha License (25,000 gross tons and 28 feet maximum draft). Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

Matthew C. Morse answered oral questions related to the initial license. The subjects included courses and distances from CH Buoy to the James River Bridge and to Town Point, local traffic, safe anchoring positions in Lynnhaven, Sewell's Point and Newport News, anchoring techniques, bridge clearances, docking and undocking situations with, and without towboats, pilot/dockmaster relationship, the master/pilot exchange of information, use of the auxiliary channel, bank cushion and suction, meeting and overtaking situations, propulsion and steering systems, safe vessel speed, under keel clearance, reduced visibility, proper usage of personal and ship's navigation equipment, emergency ship handling, vessel and terminal security, state and federal regulations, the duties of a Limited Branch Pilot, personal conduct, fatigue, prescription drugs, chemical testing, the role of the MRO (medical review officer) and reportable incidents. Matthew C. Morse is a graduate of the United States Merchant Marine Academy, and he has successfully completed the first two years of the Virginia Pilot Association apprenticeship program.

After considering the results of the examination, Captain Callis moved Matthew C. Morse for an Alpha License (25,000 gross tons and 28 feet maximum draft). Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

Zachary Stewart Dodson provided a chart sketch of the sealanes and answered oral questions related to the raise in grade. The subjects included safe anchoring positions in Lynnhaven, Sewell's Point, and Cape Charles, anchoring deep loaded vessels, tidal sailings and arrivals, movement guidelines for New Panamax vessels, movement rules for ULCVs (Ultra Large Container Vessels), Thimble Shoal's Channel dredging project, effects of current on deep draft vessels, effects of wind on large surface area vessels, calculating adequate towboat power, under keel clearance, vessel squat, deep-water route, emergency ship handling, naval nomenclature and chain of command, and safe vessel speed. As required by the Virginia Pilot Association apprenticeship program, Zachary Stewart Dodson has acquired his inland master's license, and Zachary Stewart Dodson has successfully completed the Virginia Pilot Association Apprenticeship program.

After considering the results of the examination, Captain Callis moved Zachary Stewart Dodson for a raise in grade from a Hotel classification (91,000 gross tons and 47 feet maximum draft) to a Branch Pilot. Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

Ms. Peay arrived at 1:10 p.m.

**Arrival of  
DPOR Staff**

The Board took a brief recess to review limited and unlimited Branch Pilot charts.

**Recess**

Ms. Nosbisch informed the Board that public comment for Periodic Regulatory Review started on July 17, 2023 ended August 7, 2023, and there were no comments. Captain Chisman moved to retain the current regulations as is. Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

**Regulatory  
Update**

Ms. Nosbisch informed the Board that the proposed language to add “marijuana” to regulations 18VAC45-20-40 and 18VAC45-20-50 is now at the Governor’s Office for review.

Ms. Nosbisch informed the Board that the general review of regulations is with the Regulatory Affairs Manager awaiting review.

Ms. Nosbisch informed the Board that Mr. Payne and Ms. O’Brien created a draft of the Major Incident Response Plan per the Board’s request. Mr. Payne stated the plan is a rough draft and outlines the roles, responsibilities and procedures that will guide DPOR and the Board in promptly sharing information with the appropriate channels, individuals, and departments in the event of a serious incident. Ms. O’Brien stated that this will be used as a framework and a guide to finalize a plan for the Board.

**Major  
Incident  
Response Plan**

Captain Chisman stated having a media manager amid an emergency is needed. Mr. Coleman suggested that Ms. O’Brien contact the Maryland Branch Pilot Board for additional information on how they respond to major incidents. Mr. Coleman stated that a committee is needed to review the major incident response plan. Mr. Anseeuw, Mr. Behm, and Captain

Chisman were appointed by Mr. Coleman to the committee. A meeting date for the committee and DPOR staff will be confirmed before the next board meeting.

Ms. Nosbisch informed the Board that Branch Pilots are not exempt from being a part of Universal Licensing Recognition (ULR). Mr. Behm stated the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) was exempt during the General Assembly session and inquired why the Board was not a part of that exemption. Ms. Nosbisch informed the Board that they can speak with their local legislature as a citizen of the Commonwealth, not as a board member, about their position regarding ULR as it pertains to Branch Pilots.

**Universal  
License  
Recognition  
Update**

After a long discussion, Mr. Behm moved to have the Board to take a position as a Board to have the Branch Pilots exempt from ULR. Ms. Piersall seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Anseeuw, Avery, Behm, Callis, Chisman, Coleman, Collins, McDermott, and Piersall.

Ms. Nosbisch stated the Positive Results Reporting Protocol was provided for informational purposes. Mr. Coleman's information will be amended and updated.

**Positive  
Results  
Reporting  
Protocol**

Ms. Nosbisch stated the financial statements were provided for informational purposes.

**Financial  
Statements**

There was no other business.

**Other Business**

Conflict of Interest forms and travel vouchers were completed by all members present.

**Conflict of  
Interest Forms  
and Travel  
Vouchers**

Mr. Behm, Ms. Peay, Mr. Payne, and Ms. O'Brien departed the meeting at 2:05 p.m.

**Departure of  
Board  
Member and  
DPOR Staff**

COIA Training was presented to the following Messrs., Mme. and Captains: COIA  
Anseuw, Avery, Callis, Chisman, Coleman, Collins, McDermott, and Training  
Piersall.

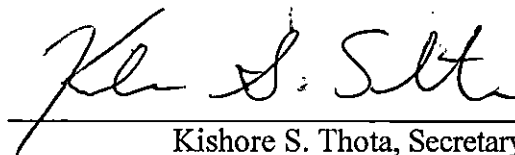
The meeting adjourned at 2:40 p.m.

Adjourn



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Michael Coleman, President



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Kishore S. Thota, Secretary

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

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

1. Name: January Collins
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting September 14, 2023

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

9/14/2023  
\_\_\_\_\_  
Date

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

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

1. Name: I.Vincent Behm, Jr.  
2. Title: Board Member  
3. Agency: Board for Branch Pilots  
4. Meeting/IFF Date: Board Meeting September 14, 2023

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:

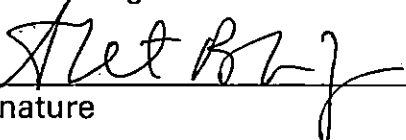
\_\_\_\_\_

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

9-14-23  
\_\_\_\_\_  
Date



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

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

1. Name: J.W. Whiting Chisman III
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting September 14, 2023

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:

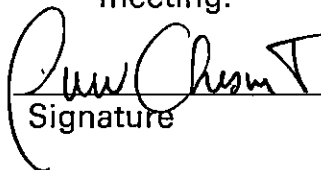
\_\_\_\_\_

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

9-14-23  
Date

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

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

- 1. Name: Aaron Anseeuw
- 2. Title: Board Member
- 3. Agency: Board for Branch Pilots
- 4. Meeting/IFF Date: Board Meeting September 14, 2023
- 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

2023-sep-14  
Date

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

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

1. Name: Patrick B. McDermott
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting September 14, 2023

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

None

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

Patrick B. McDermott

Date

9/14/2023

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

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

1. Name: Christine N. Piersall
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting September 14, 2023

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.

Christine Piersall  
Signature

9/14/2023  
Date

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

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

1. Name: E. Waightstill Avery
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting September 14, 2023

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

N/A

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.

E. Waightstill Avery  
Signature

9/14/2023  
Date

**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 September 14, 2023
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 Association \_\_\_\_\_

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, III \_\_\_\_\_  
Signature

\_\_\_\_\_ Sept. 14, 2023 \_\_\_\_\_  
Date

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

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

1. Name: Michael W. Coleman
2. Title: Board Member
3. Agency: Board for Branch Pilots
4. Meeting/IFF Date: Board Meeting September 14, 2023

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

\_\_\_\_\_ *N/A* \_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_ *N/A* \_\_\_\_\_

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

\_\_\_\_\_ *N/A* \_\_\_\_\_

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.

*Michael W. Coleman*  
Signature

*9/14/23*  
Date