

**BOARD FOR BRANCH PILOTS
FEE ADJUSTMENT COMMITTEE MEETING
MINUTES**

The Fee Adjustment Committee of the Board for Branch Pilots met on Thursday February 12, 2026, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia. The members indicated below were present:

Capt. J. W. Whiting Chisman, III
Patrick B. McDermott

I. Vincent Behm, Jr, was not present at the meeting with regrets.

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

Steve Kirschner, LRPD Director
Kate Nosbisch, Executive Director
Connor Davis, Budget Officer

Capt. Chisman called the meeting to order at 10:30 AM. Pat McDermott was unanimously elected as Chair of the committee.

Call to Order

Ms. Nosbisch advised the Board of the Emergency Evacuation Procedures.

**Emergency
Evacuation
Procedures**

Capt. Chisman moved to approve the agenda. Mr. McDermott seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Chisman and McDermott

**Approval of
Agenda**

Ms. Nosbisch informed the Committee that Jessica Looman was appointed as the Secretary of Labor and that Laura McClintock was appointed as the Director of Department of Professional and Occupational Regulation (DPOR). She also noted that Ms. McClintock would be attending the full Board meeting in March.

**Welcome/
Introductions**

There was no public comment.

**Public
Comment
Period**

There was an in-depth discussion regarding the licensing fees. Mr. Behm sent an email prior to the meeting with his comments and questions, which were provided to the Committee since he was unable to attend.

Fee Adjustment

Ms. Nobsisch provided the Committee with information on the last three fee adjustments. There was an increase in 1994, another increase in 2000, and a significant decrease in 2007.

Mr. Davis reviewed the three proposals previously presented to the full Board, along with additional information and spreadsheets regarding expenditures.

Mr. Kirschner shared the proposed revisions to the Callahan Act before the General Assembly, which would provide for annual review of Department of Professional and Occupational Regulation and Department of Health Professions, and allow fee adjustments to be made within six months rather than the current three-to-five-year timeframe.

There was discussion regarding the cost of inquiries for notification letters.

No recommendation was made by the Committee to bring before the full Board.

Mr. McDermott requested that Mr. Kirschner make a presentation to the full Board, along with the spreadsheets, so that a decision might be made at that time.

Ms. Nobsisch will bring the flow chart for the notification letter process to the March meeting.

There was no other business to come before the Committee

Other Business

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

Conflict of Interest Forms and Travel Vouchers

The meeting adjourned at 11:50 a.m.

Adjourn


Patrick B. McDermott, Chair


Laura V. McClintock, Secretary

**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: Fee Adjustment Committee Meeting - February 12, 2026

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

Nature of Personal Interest Affected by Transaction:

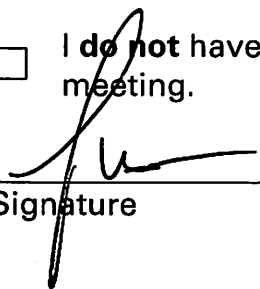
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

2-12-26

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: Fee Adjustment Committee Meeting - February 12, 2026

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

2/12/2026
Date