

**BOARD FOR BRANCH PILOTS**  
**Committee MEETING**  
**MINUTES**  
**\*\*Hybrid Meeting - In Person & Virtual \*\***

The Virginia Board for Branch Pilots Committee met (in person) on Tuesday, March 2, 2021, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Captain J.W. Whiting Chisman, III  
Michael W. Coleman  
Christine N. Piersall

Staff present (in person) for all or part of the meeting were:

Mary Broz-Vaughan, Director  
Kathleen R. Nosbisch, Executive Director  
Bonnie Davis, Administrative Assistant

Elizabeth Peay from the office of the Attorney General was present (virtually).

Members of the audience included (virtually):

Mark Coberly, Manager, Maritime Law Department, Representative from Vandevanter Black and Paul Kirchner, Senior Counsel of the American Pilots' Association.

Ms. Piersall, President, called the Committee meeting to order at 10:30 a.m. **Call to Order**

William Burket, Jr. of the Virginia Port Authority advised the Committee of the emergency evacuation procedures. **Safety**  
**Evacuation**  
**Instructions**

Ms. Nosbisch reminded the Committee members and meeting attendees of COVID-19 safety procedures and virtual meeting procedures.

Captain Chisman moved to approve the agenda as presented. Mr. Coleman seconded the motion which was unanimously approved via roll call vote by Captain Chisman, Mr. Coleman, and Ms. Piersall. **Approval of**  
**Agenda**

Mr. Coleman moved that the meeting be recessed and the Committee convene a closed meeting for the purpose of consultation with legal counsel regarding specific legal matters requiring the provision of legal advice, as permitted by Virginia Code § 2.2-3711 (A)(8). The motion was made with respect to the agenda item concerning the process for reviewing potential disciplinary complaints. **Closed Meeting**

The following non-members will be in attendance for the closed meeting to reasonably aid in the consideration of this topic: Elizabeth Peay, Mary Broz-Vaughan, Kate Nobsch, and Bonnie Davis (technical assistance).

Captain Chisman seconded the motion, which was unanimously approved via roll call vote by Captain Chisman, Mr. Coleman, and Ms. Piersall.

Following its closed meeting, the Committee immediately reconvened in open session. Ms. Nobsch read the following certification for the closed meeting: **Reconvened Meeting**

WHEREAS, the Virginia Board for Branch Pilots Committee convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Committee hereby certifies that, to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements by Virginia laws were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Committee.

The certification was affirmed as accurate via roll call vote by Captain Chisman, Mr. Coleman, and Ms. Piersall.

The Committee recessed from 12:25 p.m. to 12:36 p.m. **Recess**

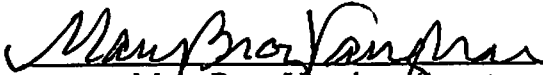
A discussion took place regarding the review of potential disciplinary complaints and notification letters, initiating a solicitation for maritime experts for complex investigations, and coordinating responses in the event of a catastrophic incident. **Discussion of Complaint Process and Investigations**

Mr. Coleman agreed to lead the Committee's report-out to the full Board at its meeting on March 12, 2021. Ms. Piersall thanked the Committee members for their time and hard work on the committee.

Conflict of Interest forms and travel vouchers were completed by all members present. **Conflict of Interest Forms and Travel Vouchers**

There being no further business, the meeting was adjourned at 12:45 p.m. **Adjourn**

  
\_\_\_\_\_  
Christine Piersall, President

  
\_\_\_\_\_  
Mary Broz-Vaughan, Secretary

**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 March 2, 2021

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

3/2/2021  
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 March 2, 2021

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

3-2-21  
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 March 2, 2021

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.



Signature

3/2/2021

Date