

**BOARD FOR BRANCH PILOTS MEETING  
MINUTES**

The Virginia Board for Branch Pilots met on Thursday, December 15, 2016, at the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Captain Robert H. Callis III  
Captain J.W. Whiting Chisman III  
Captain J. William Cofer  
Thomas P. Host, III  
Patrick B. McDermott  
Captain John A. Morgan, Jr.  
Christine N. Piersall  
Meade G. Stone, Jr.

Board member Charles R. Amory, Jr. was not present for the meeting.

Staff present for the meeting was:

Kathleen R. Nosbisch, Executive Director

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

Finding a quorum of the Board present, Mr. Stone, President, called the meeting to order at 10:35 a.m.

**Call to Order**

Ms. Nosbisch informed the Board that Mr. DeBoer and Ms. Peay send regrets and Mr. DeBoer wished everyone a happy holiday.

Captain Cofer moved to approve the agenda as amended. Captain Callis seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Callis, Chisman, Cofer, Host, McDermott, Morgan, Piersall and Stone.

**Approval of  
Agenda**

Ms. Nosbisch stated that there are new safety processes in place at the Virginia Port Authority. If Board members have port identification badges, they do not need to sign in upon entering the sixth floor; Board members and staff who do not have port identification will be required to sign in and receive a temporary badge. Building exits in case of any emergency were also reviewed.

**Safety  
Evacuation  
Instructions**

Captain Callis moved to approve the minutes from the July 27, 2016, Board meeting, as amended. Captain Cofer seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Callis, Chisman, Cofer, Host, McDermott, Morgan, Piersall and Stone.

**Approval of  
Minutes**

Captain Cofer moved to approve the minutes from the July 27, 2016 Regulatory Review Committee meeting. Captain Callis seconded the motion

which was unanimously approved by Messrs., Mme. and Captains: Callis, Chisman, Cofer, Host, McDermott, Morgan, Piersall and Stone.

There were no public comments.

**Public Comment Period**

It was reported that as of November 1, 2016, there were 46 pilots. A discussion ensued on the number of pilots in Savannah and Charleston.

**Branch Pilots Licensed Population**

Ms. Nosbisch advised the Board of an amendment to the Administrative Process Act granting the right to counsel in rule making proceedings, requiring an amendment to the language in Board Regulations 18VAC45-11-50. Because this is a statutory change, the amendment may be made through the fast-track process. Ms. Piersall moved to file the changes to 18VAC45-11-50 as a fast-track regulatory action. Mr. Host seconded the motion which was unanimously approved by members: Messrs., Mme. and Captains: Callis, Chisman, Cofer, Host, McDermott, Morgan, Piersall and Stone.

**Regulatory Review PPGs**

Ms. Nosbisch informed the Board she conferred with Ms. Peay who indicated pursuant to § 54.1-100 of the *Code of Virginia*, a review of the Board's regulations had been conducted and there were no conflicts in its regulations with the Constitution of the United States, the Constitution of Virginia, the laws of the United States, or the laws of the Commonwealth of Virginia.

**Review of Regulations Pursuant to §54.1-100 of the Code of Virginia**

Captain Callis brought to the Board's attention, a correction to the Pilot Apprenticeship letter that was authorized by Captain Cofer. Board members reviewed the changes to the Learning Resource Modification 4.12. Discussion was held on the addition to the program, and by consensus the Board approved the change to the Virginia Pilot Association Apprenticeship Training Program as indicated.

**Pilot Apprenticeship Program Recommendation**

Captain Cofer stated that all pilots will be attending training between May and February to learn how to handle 14,000 TEU ships. The first ship, The OOCL Berlin, is expected to arrive in April at over 13,500 TEUs. Pilots who have completed training will be assigned and additional pilots may join for observation. Captain Chisman has met with The Port Authority to let them know what to expect. The ship will arrive on a Monday and work until Wednesday. Part of Thimble Channel may need to be closed for approximately one hour, and this will affect other ships. The Captain of the Port will be involved since a channel closure may be required. This will be the first ship of this size arriving on the East Coast. At this time, only Virginia and New York can accommodate ships of this size.

**Continuing Education Update**

Financial statements were provided for informational purposes. Ms. Nosbisch stated she conferred with the Director of Financial Services, as she does

**Financial Statements**

annually, and there are no anticipated fee increases in the foreseeable future for licensed Branch Pilots.

Captain Cofer informed the Board that due to the increase in ship sizes, the categories for tonnage and draft need to be revised again. Captain Cofer will present data from 2016 at the Board's March 30<sup>th</sup> meeting and the Board will consider the revisions at the June 15<sup>th</sup> meeting.

**Other Business**

Ms. Nosbisch reminded the Board that the March 9<sup>th</sup> Board meeting was rescheduled for March 30<sup>th</sup>.

Ms. Nosbisch informed the Board that the 14<sup>th</sup> Annual International Symposium is May 10-12<sup>th</sup> and asked Board members to let her know if they were interested in attending.

**Conflicts of Interest Act:**

Ms. Nosbisch informed the Board that changes have been made to the Act and now Board members will file once annually. Notification will be sent by email, and Ms. Nosbisch confirmed with Board members that current email addresses were accurate. Board members cannot file before January 1, 2017, but must file no later than January 15, 2017. This legal requirement must be filed electronically.

Captain Morgan reported that since the Examination Administrators meeting of 2016 we have had one pilot who has retired: Captain John G. Phillips, Jr. retired having served as a pilot for 46 years.

**Licensing  
Examination  
Report**

The Examination Administrators Committee met on December 7 and 8, 2016 and reviewed the renewal applications for the 2017 calendar year and the following Branch Pilot licenses are presented for renewal: E. Waightstill Avery; John B. Beasley, Jr.; Christopher H. Behm; Charles Boggs; Robert H. Callis, III; J. W. Whiting Chisman, III; J. William Cofer; January Collins; William G. Diggs; Ernest W. Dodson, Jr.; Robert H. Dozier, III; Milton B. Edmunds; Michael S. Eubanks; Mark S. Evans; Tazewell Fitzgerald; N. Turner Gray, Jr.; Herbert R. Green; Nathaniel T. Green, II; Adam Halstead; Kevin Hartz; David Heath; C. Howard Hoffman; Richard Keith Hope; B. Keith Hudgins; Chase Huffman; Chadwick Jamison; Jacob Johnson; Joseph McKnew; Dale A. Meyer; John A. Morgan, Jr.; Frank Rabena; Roy A. Rector; Torrence Rogers; Thomas D. Rutter; William G. Saunders; Joseph Schacherer; Benjamin Schill; Benjamin Speckhart; Luther J. Stallings, III; Gilbert R. Swink, III; James S. Trimble; David Ware; Gregory R. Willson; Jonathan Worth; and Clarence Young.

The members of the Examination Administrators Committee reviewed the renewal application paperwork and deemed the individuals qualified pursuant to §54.1-906 of the Code of Virginia. Captain Morgan moved to approve the renewal applications of the above-listed unlimited licensees. Mr. McDermott

seconded the motion which was unanimously approved by Messrs. and Captains: Callis, Chisman, Cofer, Host, McDermott, Morgan, Piersall, and Stone. Captains Callis, Chisman, Cofer, and Morgan abstained from voting on their respective licenses.

Virginia State Pilot, William G. Diggs appeared before the Board with renewal application for 2017 that included a request for waiver for the Potomac River in accordance to requirements of subsection C.3 of Regulation 18VAC45-20-20, pursuant to subsection C.4 of Regulation 18VAC45-20-20.

Virginia State Pilot, J. William Cofer, appeared before the Board with his renewal application for 2017 that included a request for waiver for the James River from the James River Bridge to Deepwater Terminal in accordance to requirement of subsection C.3 of Regulation 18VAC45-20-20 pursuant to subsection C.4 of Regulation 18VAC45-20-20.

The members of the Examination Administrators Committee reviewed the renewal application paperwork which included requested waivers in reference to limited ship traffic upon portions of the Potomac River and the James River and deemed the individuals qualified pursuant to §54.1-906 of the Code of Virginia. Captain Morgan moved to approve the renewal applications of the above-listed unlimited licensees. Mr. Host seconded the motion which was unanimously approved by Messrs., Mme. and Captains: Callis, Chisman, Cofer, Host, McDermott, Morgan, Piersall, and Stone. Captain Cofer abstained from voting on his license.

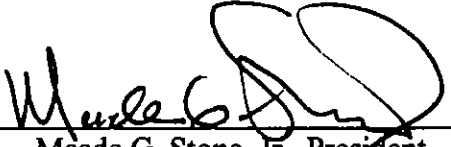
There were no limited Branch Pilot licenses to present for renewal. There will not be limited Branch Pilots until later in 2017.


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

**Conflict of Interest Forms**

There being no further business, the meeting was adjourned at 11:17 a.m.

**Adjourn**

  
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Meade G. Stone, Jr., President

  
\_\_\_\_\_  
Jay W. DeBoer, Secretary

**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 December 15, 2016
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  
Signature

12 / 15 / 2016  
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 December 15, 2016

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.

J.W. Whiting Chisman III  
Signature

12-15-16  
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 December 15, 2016

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.

J. William Cofer  
Signature

12-15-16  
Date

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

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

1. Name: Thomas P. Host III  
2. Title: Board Member  
3. Agency: Board for Branch Pilots  
4. Meeting/IFF Date: Board Meeting December 15, 2016

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

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

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\_\_\_\_\_

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

\_\_\_\_\_

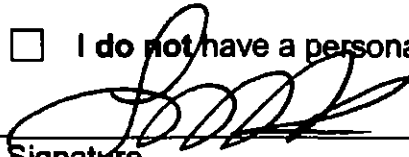
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

12-15-16  
\_\_\_\_\_



**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 December 15, 2016

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

*12/15/2016*

**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 December 15, 2016

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:

Va. Pilot Assoc.

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.

John A. Morgan, Jr.  
Signature

DEC. 15, 2016  
Date

**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 December 15, 2016
5. I have a personal interest in the following transaction:

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\_\_\_\_\_

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

12/15/2016  
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 December 15, 2016

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

12.15.2016  
Date