BOARD FOR BRANCH PILOTS
MEETING AGENDA
December 14, 2020 at 10:30 a.m.
Virginia Port Authority Main Board Room
Norfolk, Virginia

In Person with Virtual Access

1. Call to Order

2. Safety Evacuation Instructions

3. Approval of Agenda

4. Approval of Minutes—September 15, 2020, Board Meeting

5. Public Comment Period

6. Exam Administrator's Report

7. License Renewals

    i. Review of Letter from Captain James S. Trimble

8. Biennial Report, July 1, 2018 to June 30, 2020

9. Review of Virginia Pilot Association's Apprenticeship Training Program, Learning Resource Modification 2020

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

11. Review of Notification Letter-Captain Milton B. Edmunds—M/V HONG DAI

12. Review Updated Regulatory Complaint Process

13. Financial Statements

14. Other Business

15. Conflict of Interest Forms/Travel Vouchers

16. Adjourn

NEXT MEETING SCHEDULED FOR MARCH 12, 2021 AT <u>10:30 A.M.</u>

*Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the *Code of Virginia*.

*Persons desiring to participate in the meeting and requiring special accommodations or interpretive services should contact the Department at (804) 367-8514 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

Board for Branch Pilots
Public Participation in December 14, 2020 Virtual Meeting

AUTHORITY | Virtual Meeting

Access to the Perimeter Center, where DPOR board meetings are normally held, is closed to the public as a result of the COVID-19 pandemic. The meeting will be conducted in accordance with applicable provisions of the Freedom of Information Act (Chapter 37 of Title 2.2 of the Code of Virginia) and Item 4-0.01 of the 2020-2022 Appropriations Act.

ACCESSING THE MEETING | Google Meet

Members of the public may observe the meeting via the Google Meet platform using this link: http:// meet.google.com/kkc-grbz-vnr

The public can also listen to the meeting via audio by calling the number below and entering the access code (PIN):

Phone number: 513-816-0882   **PIN:** 954177270

PUBLIC COMMENT | Registration Required

Members of the public who would like to provide comments to the Board during the public comment period must notify the Board in advance of the meeting in order to be registered. Please email the Board at branchpilots@dpor.virginia.gov by 12:00 noon on Sunday, December 13, 2020, and provide your name and email address. You will receive an email confirmation once your registration is complete.

Providing Public Comment

- Members of the public who have registered to provide comment can do so after having their names announced during the public comment period.
- Commenters will be limited to 5 minutes.
- Participants are asked to call from a location without background noise.
- The public comment period is an opportunity to provide comments to the Board. If a member of the public has questions of the Board or needs information, please email your inquiry to the Board office at the email address above so that staff can handle it appropriately.

- At the close of the public comment period, all public participants' connections to the meeting will be muted, and they will only be able to view and listen to the meeting.

- Feedback on this electronic meeting can be provided to the FOIA Council on the **Electronic Meetings Public Comment Form** available at: http://foiacouncil.dls.virginia.gov/sample%20letters/welcome.htm.

DURING THE MEETING | Broadcast Interruption

Should an interruption of the broadcast occur during the meeting, please email kate.nosbisch@DPOR.Virginia.gov or call 804-367-8546.

The Board and staff appreciate your patience as we work through any challenges associated with a virtual meeting.

The safety of all participants is of utmost concern during these unprecedented times and we look forward to resuming in-person meetings once it is safe to do so.