

**Board of Pilot Commissioners for Harris County Ports
Application Review Committee
Applicant Review Meeting**

September 15, 2015

A meeting of the Pilot Board Application Review Committee (“ARC”) was convened on Tuesday, September 15, 2015, at 12:00, at the Port of Houston Authority Executive Offices Fourth Floor Boardroom at 111 East Loop North Houston, Texas 77029. The following members and staff were present:

Captain Marcus Woodring – Chairman
Captain Michael Morris
Captain Gilberto Martinez
Captain Joe Hill
Pat Studdert
Brian Rego
Sarah Janes
Captain Mike Usher, Pilot Board Compliance Coordinator
Margot Campbell, Assistant General Counsel, ARC Legal Advisor
Latitia Jones, Paralegal

A. Minutes

The ARC approved the Minutes of the Application Review Committee Meeting – June 17, 2015.

B. Branch Pilot

- 1) Recommendation for renewal of Branch Pilot Commission in and for the Houston Ship Channel and Galveston Bar: Captain Adam W. Guice.

The ARC reviewed Captain Guice’s renewal file. The Compliance Coordinator asked for a motion to recommend renewal; the motion was brought by Chairman Woodring seconded by Captain Hill. Captain Morris, Captain Martinez, Pat Studdert, Mr. Rego and Ms. Janes voted Aye. Nays none. Motion APPROVED.

- 2) Recommendation for renewal of Branch Pilot Commission in and for the Houston Ship Channel and Galveston Bar: Captain Frank J. Loeffler IV.

The ARC reviewed Captain Loeffler’s renewal file. The Compliance Coordinator asked for a motion to recommend renewal; the motion was brought by Mr. Studdert seconded by Ms. Janes. Chairman Woodring, Captain Morris, Captain Martinez, Captain Hill and Mr. Rego voted Aye. Nays none. Motion APPROVED.

C. Pilot Pool

- 1) Recommendation to enter into Pilot Pool: Matthew B. Decatur.

The ARC reviewed Mr. Decatur’s application file. The Compliance Coordinator asked for a motion to recommend qualified to enter into Pilot Pool; the motion was

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brought by Captain Hill seconded by Ms. Janes. Chairman Woodring, Captain Morris, Captain Martinez, Captain Hill and Mr. Rego voted Aye. Nays none. Motion APPROVED.

- 2) Recommendation to enter into Pilot Pool: Douglas E. Kelly.

The ARC reviewed Mr. Kelly's application file. The Compliance Coordinator asked for a motion to recommend qualified to enter into Pilot Pool; the motion was brought by Mr. Studdert seconded by Captain Martinez. Chairman Woodring, Captain Morris, Captain Hill, Mr. Rego and Ms. Janes voted Aye. Nays none. Motion APPROVED.

D. General

- 1) The ARC recommends that Pilot Pool applicants submit a Governor Appointment application in addition to all other documents required to complete an application package for review.

The Compliance Coordinator asked for a motion to recommend Pilot Pool applicants submit a Governor Appointment application; the motion was brought by Chairman Woodring seconded by Mr. Studdert. Captain Morris, Captain Martinez, Captain Hill, Mr. Rego and Ms. Janes voted Aye. Nays none. Motion APPROVED.

- 2) The ARC reviewed the retirement letter of Captain James J. Hensley.
- 3) The ARC considered the matter of an obstruction of highway charge and determined that it did not meet the criteria of an offense of DWI.
- 4) The Compliance Coordinator announced updates to the Pilot Board website.

Adjourned the Application Review Committee Meeting
Next requested meeting October 20, 2015