

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

October 20, 2015

A meeting of the Pilot Board Application Review Committee (“ARC”) was convened on Tuesday, October 20, 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 Gilberto Martinez
Pat Studdert
Sarah Janes
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 – September 15, 2015.

B. Branch Pilot

- 1) Recommendation for renewal of Branch Pilot Commission in and for the Houston Ship Channel and Galveston Bar: Captain Gregory J. Brown.

The ARC reviewed Captain Brown’s renewal file. The Compliance Coordinator asked for a motion to recommend renewal; the motion was brought by Chairman Woodring seconded by Captain Martinez. Mr. Studdert 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 Steven P. Housinger.

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

- 3) Recommendation for renewal of Branch Pilot Commission in and for the Houston Ship Channel and Galveston Bar: Captain Stephen M. Hill.

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

- 4) Recommendation for renewal of Branch Pilot Commission in and for the Houston Ship Channel and Galveston Bar: Captain Craig P. Newkirk.

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

C. General

- 1) The ARC discussed the updates to the revised U.S. Coast Guard Application for Merchant Mariner Medical Certificate CG 719K form.
- 2) The ARC recommends that the Houston Pilots Association website "houston-pilots.com" provides a link to the Board of Pilot Commission for Harris County Ports website "houstonpilotboard.com" to allow applicant's access to Pilot Board Rules and Regulations for application procedures and requirements, therefore providing for only one website on which to keep documents updated.
- 3) The Compliance Coordinator provided year to date application statistics:

Branch Pilot Commission Renewals – 18
Deputy Branch Pilot Certificates – 3
Pilot Pool Applicants – 11

Adjourned the Application Review Committee Meeting
Next requested meeting December 8, 2015