

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

December 1, 2015

A meeting of the Pilot Board Application Review Committee (the “ARC”) was convened on Tuesday, December 1, 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 Kay Janes
Mike Usher, Pilot Board Compliance Coordinator
Margot Campbell, Assistant General Counsel, ARC Legal Advisor
Latitia Jones Paralegal II

A. Minutes

The ARC approved the Minutes of the Application Review Committee Meeting October 20, 2015.

B. Deputy Branch Pilot

- 1) Recommendation for Deputy Branch Pilot Certificate, upon U.S. Coast Guard issuance of his First Class Pilot’s License endorsement for the Houston Ship Channel and Galveston Bar, which is expected shortly: Captain Justin J. Phillips.

The ARC reviewed Captain Phillips’ application file. The Compliance Coordinator asked for a motion to recommend certificate issuance, upon U.S. Coast Guard issuance of Captain Phillips’ First Class Pilot’s License endorsement for the Houston Ship Channel and Galveston Bar; 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.

- 2) Recommendation for Deputy Branch Pilot Certificate, upon U.S. Coast Guard issuance of his First Class Pilot’s License endorsement, for the Houston Ship Channel and Galveston Bar, which is expected shortly: Captain Kevin B. Keith.

The ARC reviewed Captain Keith’s application file. The Compliance Coordinator asked for a motion to recommend certificate issuance, upon U.S. Coast Guard issuance of Captain Keith’s First Class Pilot’s License endorsement for the Houston Ship Channel and Galveston Bar; the motion was brought by Mr. Studdert seconded by Chairman Woodring. Captain Hill, Captain Morris, Captain Martinez, Mr. Rego, and Ms. Janes voted Aye. Nays none. Motion APPROVED.

- 3) Recommendation for Deputy Branch Pilot Certificate, upon U.S. Coast Guard issuance of his First Class Pilot's License endorsement, for the Houston Ship Channel and Galveston Bar, which is expected shortly: Captain Brian G. Saba.

The ARC reviewed Captain Saba's application file. The Compliance Coordinator asked for a motion to recommend certificate issuance, upon U.S. Coast Guard issuance of Captain Saba's First Class Pilot's License endorsement for the Houston Ship Channel and Galveston Bar; the motion was brought by Ms. Janes seconded by Captain Hill. Captain Morris, Captain Martinez, Chairman Woodring, Mr. Rego, and Mr. Studdert voted Aye. Nays none. Motion APPROVED.

- 4) Recommendation for Deputy Branch Pilot Certificate, upon U.S. Coast Guard issuance of his First Class Pilot's License endorsement, for the Houston Ship Channel and Galveston Bar, which is expected shortly: Captain Adam W. Shuptar.

The ARC reviewed Captain Shuptar's application file. The Compliance Coordinator asked for a motion to recommend certificate issuance, upon U.S. Coast Guard issuance of Captain Shuptar's First Class Pilot's License endorsement for the Houston Ship Channel and Galveston Bar; the motion was brought by Chairman Woodring seconded by Mr. Rego. Captain Hill, Captain Morris, Captain Martinez, Mr. Studdert, and Ms. Janes voted Aye. Nays none. Motion APPROVED.

C. General

- 1) The ARC congratulated Captain Mike Morris for his dedicated service with the Houston Pilots Association and wished him well in his retirement.

Adjourned the Application Review Committee Meeting
Next requested meeting January 12, 2016