

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

July 12, 2016

A meeting of the Pilot Board Application Review Committee (the “ARC”) was convened on Tuesday, July 12, 2016 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 Mike Usher, Vice Chairman
Captain Robert Shearon
Captain Joe Hill
Captain Gilbert Martinez
Pat Studdert
Sallie Kay Janes
Margot Campbell, Assistant General Counsel, ARC Legal Advisor
Latitia Jones Paralegal II

A. Minutes

The ARC approved the Pilot Board Application Review Committee Meeting Minutes June 14, 2016.

B. Branch Pilot

- 1) Recommendation for renewal of Branch Pilot Commission in and for the Houston Ship Channel and Galveston Bar: Captain Sherri L. Hickman

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

C. Deputy Branch Pilot

- 1) Approve recommendation for Deputy Branch Pilot Certificate after meeting full requirements as a Deputy Branch Pilot for the Houston Ship Channel and Galveston Bar: Captain Douglas E. Kelly

The ARC reviewed Captain Kelly’s application file. Captain Usher asked for a motion to recommend Deputy Branch Pilot Certificate after meeting full requirements as a Deputy Branch Pilot for the Houston Ship Channel and Galveston Bar; the motion was brought by Mr. Studdert, seconded by Captain Hill. Chairman Woodring, Captain Shearon, Captain Martinez, and Ms. Janes voted Aye. Nays none. Motion APPROVED.

- 2) Approve recommendation for Deputy Branch Pilot Certificate after meeting full requirements as a Deputy Branch Pilot for the Houston Ship Channel and Galveston Bar: Captain Cody R. Lynch

The ARC reviewed Captain Lynch's application file. Captain Usher asked for a motion to recommend Deputy Branch Pilot Certificate after meeting full requirements as a Deputy Branch Pilot for the Houston Ship Channel and Galveston Bar; the motion was brought by Ms. Janes, seconded by Captain Martinez. Chairman Woodring, Captain Hill, Captain Shearon, and Mr. Studdert voted Aye. Nays none. Motion APPROVED.

- 3) Approve recommendation for Deputy Branch Pilot Certificate after meeting full requirements as a Deputy Branch Pilot for the Houston Ship Channel and Galveston Bar: Captain Lawrence L. Frisbie

The ARC reviewed Captain Frisbie's application file. Captain Usher asked for a motion to recommend Deputy Branch Pilot Certificate after meeting full requirements as a Deputy Branch Pilot for the Houston Ship Channel and Galveston Bar; the motion was brought by Captain Hill, seconded by Ms. Janes. Chairman Woodring, Captain Shearon, Captain Martinez, and Mr. Studdert voted Aye. Nays none. Motion APPROVED.

D. Pilot Pool

- 1) Recommendation to enter into the Pilot Pool: Sean M. Kelly

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

- 2) Recommendation to enter into the Pilot Pool: Scott B. Reed

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

- 3) Recommendation to enter into the Pilot Pool: Ryan R. Malcolm

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

- 4) Recommendation to enter into the Pilot Pool: Adam M. Shannahan

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

E. General

- 1) Captain Usher provided a report on the updated Statement of Officer for Gubernatorial Appointees form.
- 2) The ARC recommended that Captain Usher verify through the Governor Appointments Office what an applicant is required to answer to the question "licensed by a Texas state agency", on the Governor Appointment Application.

Adjourned the Pilot Board Application Review Committee Meeting
Next requested meeting September 13, 2016