



**Notice of Meeting of the Pilot Board of the  
Port of Corpus Christi Authority of Nueces County, Texas, on  
Tuesday, April 18, 2017, at 8:20 AM  
Solomon P. Ortiz International Center  
402 North Harbor Drive  
Corpus Christi, Texas**

---

*Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Sherry DuBois at 885-6174 at least 48 hours in advance so that appropriate arrangements can be made.*

*Si usted se dirige a la junta y cree que su inglés es limitado, habrá un intérprete inglés español en la reunión de la junta para ayudarle.*

*Members of the audience will be provided an opportunity to address the Port Commission. Please speak into the microphone located at the podium and state your name and address. Your presentation will be limited to three minutes.*

*PUBLIC NOTICE is given that the Commission may go into executive session at any time during the meeting to discuss matters listed on the agenda when authorized to do so by the provisions of Section 418.183 or Chapter 551 of the Texas Government Code. In the event the Commission elects to go into executive session regarding any agenda item, the presiding officer will publicly announce the section or sections of the Texas Government Code authorizing the executive session.*

---

**1. Call meeting to order and receive conflict of interest affidavits.**

**2. Minutes**

2a. Approve the minutes of the Pilot Board meeting held on March 21, 2107. [March 21, 2017 Pilot Minutes](#)

**3. Receive Public Comments.**

**4. Pilot Appointments**

4a. Approve the appointment of Capt. Andrea Morrison from the Deputy Branch Pilot Pool to the Aransas-Corpus Christi Pilot's Deputy Branch Pilot Training Program.  
[Appointment Letter](#)

## 5. Adjourn

**OFFICIAL MINUTES OF PILOT BOARD MEETING  
March 21, 2017**

The Board of Pilot Commissioners for the Port of Corpus Christi Authority (the "Pilot Board") met on Tuesday, March 21, 2017, at 8:30 a.m., at the Congressman Solomon P. Ortiz International Center (Nueces Room), 402 Harbor Drive, Corpus Christi, Texas.

**Present:** Mr. Charles Zahn  
Mr. Wayne Squires  
Mr. David P. Engel  
Mr. Richard L. Bowers  
Ms. Barbara Canales

**Absent:** Mr. Wes Hoskins

**Staff Present:** Mr. John LaRue  
Mr. Sean Strawbridge  
Mr. Jarl Pedersen  
Patricia Cardenas  
David Krams  
Mr. Bland Chamberlain  
Ms. Sherry DuBois  
Mr. Bennie Benavides  
Ms. Jennifer Powell  
Mr. Jesse Samu

**Others Present:** Mr. Leo J. Welder, Jr.  
Mr. Dane C. Bruun

**Others Present:** Mr. Richard R. Valls  
Valls Group  
Capt. Jay Rivera  
Aransas/CC Pilots Assn.  
Mr. Terry Arnold  
Consultant  
Capt. Mike Kershaw  
Consultant

I.

Chairman Zahn called the meeting to order and asked for any conflict of interest affidavits. None were submitted.

II.

On motion made by Mr. Bowers and seconded by Ms. Canales, the minutes of the Pilot Board meeting held on December 13, 2016, were approved in the form presented to the meeting.

III.

Chairman Zahn asked for comments from the public. None were received.

IV.

The Pilot Board received the 4<sup>th</sup> Quarter Aransas-Corpus Christi Pilot Work Hours Visual Inspection Report performed January 9, 2017, per Sec V of the Rules and Regulations Governing Pilots and Pilotage on the Corpus Christi Ship Channel.

V.

On motion made by Mr. Engel and seconded by Mr. Squires, the Pilot Board approved revisions to the Deputy Pilot Application Procedure. The revised application procedure is attached to the minutes of this meeting as **Attachment "A"**.

VI.

There being no further business, the meeting adjourned at 8:38 a.m.

## **ATTACHMENT “A”**

### **Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways**

In order to enter the pool of qualified applicants eligible for appointment as a Deputy Branch Pilot on the Port of Corpus Christi waterways (“Deputy Branch Pilot Pool”) a person must:

- 1) be at least twenty five (25) years of age.
- 2) be a US citizen.
- 3) be in good mental and physical health.
- 4) be of good moral character.
- 5) possess the requisite skill as a navigator and pilot to perform competently and safely the duties of a deputy branch pilot.
- 6) have a minimum 1,080 documented sea service days as defined by 46 CFR 10.232 on a minimum size vessel of 100 Gross Register Tons, while working at a minimum capacity of Mate 200 Gross Register Tons, Inland. A minimum 360 days of the 1,080 days must be while in possession of a USCG issued license of Master 1600 Gross Tons (Inland, Near Coastal, or Oceans). A candidate that holds a USCG issued license of Master Any Gross Tons upon Oceans supersedes the 360 minimum day requirement.
- 7) have (i) an Associate’s Degree, or (ii) a minimum 60 hours of college accredited course work, or (iii) an ADDITIONAL 720 days of sea service as defined by 46 CFR 10.232 in a licensed capacity on a minimum size vessel of 100 Gross Registered Tons, while working at a minimum capacity of Mate 200 Gross Registered Tons (Inland) while in possession of a USCG issued license of Master 1600 Gross Tons (Inland, Near Coastal, or Oceans) or a USCG issued Master Any Gross Tons license (Inland, Near Coastal, or Oceans).
- 8) be eligible to obtain a USCG-issued First Class Pilot License of vessels any gross tons upon the Corpus Christi Channel from the Aransas Pass Sea Buoy to the Viola Turning Basin, including the La Quinta Channel, upon completion of the Aransas-Corpus Christi Pilots initial 120 day / 240 trip Deputy Pilot observation and training period.
- 9) provide a signed “Coast Guard Release Form.” The form must be notarized.
- 10) provide a complete signed application.

To enter the Deputy Branch Pilot Pool, a person must submit a Deputy Branch Pilot Application to the Application Review Committee for the Board of Pilot Commissioners for the Port of Corpus Christi Authority (“Application Review Committee”) (See Note 1 below), along with evidence that the person has the minimum qualifications listed above. The Application Review Committee will review all applications and supporting documents. If all of the application criteria are met and the applicant is determined to be qualified, the applicant will be placed in the Deputy Branch Pilot Pool for consideration by the Aransas-Corpus Christi Pilots for a Deputy Branch Pilot position when a vacancy or need occurs. Applicants meeting the minimum qualifications shall be so notified in writing by the Application Review Committee. Applicants

who do not meet the minimum qualifications shall be so notified in writing by the Application Review Committee. Incomplete applications will be returned to the sender. After three years, an applicant must reapply to remain in the Deputy Branch Pilot Pool.

Upon receipt of a complete, signed application, including supporting documentation, Coast Guard release form, and a release from the applicant authorizing a background check, the Application Review Committee performs a background check to determine eligibility. The background check includes the following: personal references, education credentials, and job history (including reasons for leaving any marine-related employments). A criminal background check is also performed by the Port of Corpus Christi Authority prior to an applicant's appointment from the Deputy Branch Pilot Pool to the Aransas-Corpus Christi Pilot's Deputy Branch Pilot Training Program.

The Branch Pilots of the Aransas-Corpus Christi Pilots will appoint persons in the Deputy Branch Pilot Pool to the Aransas-Corpus Christi Pilot's Deputy Branch Pilot Training Program, as needed. The Board of Pilot Commissioners for the Port of Corpus Christi Authority ("Pilot Board") must approve all appointments to the Deputy Branch Pilot Training Program. All appointees to the Training Program must pass a USCG Physical Examination and drug screen before being admitted to the Training Program.

Applications and supporting documents to serve as a Deputy Branch Pilot should be submitted to:

Application Review Committee

P.O. Box 2767

Corpus Christi, Texas 78403

Note 1: The Application Review Committee for the Board of Pilot Commissioners for the Port of Corpus Christi Authority was established on March 15, 2016, by the Pilot Board. The Application Review Committee is comprised of three Branch Pilots and one Port Authority representative. The Port Authority representative holds the office of Executive Director or his designee.

# *Aransas-Corpus Christi Pilots*

PO Box 2767, Corpus Christi, Texas 78403

Telephone (361) 884-5899

Facsimile (361) 884-1659

April 10, 2017

Mr. John P. LaRue  
Secretary of the Pilot Board  
Port of Corpus Christi Authority  
222 Power Street  
Corpus Christi, Texas 78401

Dear Mr. LaRue,

Late last year, the Pilot Board for the Port of Corpus Christi Authority implemented a new procedure for applicants seeking a position as a Deputy Branch Pilot for the Port of Corpus Christi Waterways. The Pilot Board also created a list of minimum standards that an applicant must meet to enter the pool of qualified applicants eligible for consideration. An Application Review Committee (ARC) was also created to review the applicants and determine if they are qualified to enter the Deputy Pilot Pool.

The Aransas-Corpus Christi pilots have selected Capt. Andrea Morrison from the pool of eligible candidates. We respectfully request that the Pilot Board place Capt. Morrison on the agenda for the next scheduled Port Commission meeting so that her qualifications can be presented. We also respectfully request that the Port of Corpus Christi Authority perform a criminal background check, as required by the new procedure, prior to the applicant's appointment from the Deputy Branch Pilot Pool to the Aransas-Corpus Christi Pilot's Deputy Branch Pilot Training Program.

Once the Pilot Board has completed these steps, we will submit a letter to the United States Coast Guard stating Capt. Morrison's acceptance into our observation/training program so that she may be allowed to sit for her First-Class Pilot examination. This is a new United States Coast Guard policy that allows candidates to focus their efforts on passing the rigorous written examination before they begin their transition to active waterway training. This policy has assisted other pilot candidates across the State of Texas in avoiding long delays experienced in obtaining their First-Class Pilot Endorsement, which may, in turn, delay the commencement of the unaccompanied training phase. The unaccompanied training phase is crucial to the development of a Deputy Pilot's skills. By allowing all our future candidates to take advantage of this new Coast Guard policy, the Pilot Board will ensure that once a candidate becomes a Deputy Branch Pilot, they are able to dedicate their entire attention to learning the challenging dynamics of our waterway, the new terminals, and channel extensions without having to take precious time out to study or be subject to the pressures of a written examination.

# *Aransas-Corpus Christi Pilots*

PO Box 2767, Corpus Christi, Texas 78403

Telephone (361) 884-5899

Facsimile (361) 884-1659

Upon successful completion of testing and initial 120-day riding observer period, we will present to the Board a formal request for recommendation that the Governor approve Capt. Morrison as a Deputy Branch Pilot.

Respectfully submitted,



---

Capt. Jay Rivera  
Presiding Officer  
Aransas-Corpus Christi Pilots