

NOTICE OF PILOT BOARD MEETING

The Board of Pilot Commissioners for the Port of Corpus Christi Authority (the “Pilot Board”) will hold a public meeting on **Tuesday, 15 March 2016**, at the **Congressman Solomon P. Ortiz International Center (Nueces Room), 402 Harbor Drive**, Corpus Christi, Texas, beginning at 8:30 a.m.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact Sherry DuBois at (361) 882-5633 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.

The agenda for the meeting is as follows:

1. Call meeting of the Pilot Board to order and receive safety briefing and conflict of interest affidavits.
2. [Approve the minutes of the Pilot Board meeting held on 15 Dec 2015.](#)
3. [Receive comments from the public. \(Each speaker will be limited to three minutes.\).](#)
4. [Present one Aransas-Corpus Christi Pilot Work hours visual inspection report performed 7 January 2016 and 16 January 2016 per Sec V of the Rules and Regulations Governing Pilots and Pilotage on the Corpus Christi Ship Channel.](#)
5. [Review and approve renewal of Captain Todd Olson’s expiring Branch Pilot’s license per Texas Transportation Code Sec. 70.040. Branch Pilot’s License Renewal.](#)
6. [Review and approve renewal of Captain Bob Lippold’s expiring Branch Pilot’s license per Texas Transportation Code Sec. 70.040. Branch Pilot’s License Renewal.](#)
7. [Review and approve Pilot Application Procedures for applicants for appointment as Deputy Branch Pilots as specified by Branch Pilot’s license per Texas Transportation Code Sec. 70.033. Pilot’s Certificate Qualifications. Process to be displayed upon Port Authority Internet Web site upon approval.](#)
8. [Approve appointment of Harbormaster Ray Harrison as Port Authority Representative to the Pilot Board Application Review Committee.](#)
9. [Recognize Captain Bill Parrish for 24 years of faithful service as an Aransas-Corpus Christi pilot.](#)
10. Adjourn the meeting.

**OFFICIAL MINUTES OF PILOT BOARD MEETING
DECEMBER 15, 2015**

The Board of Pilot Commissioners for the Port of Corpus Christi Authority (the “Pilot Board”) met on Tuesday, December 15, 2015, at 8:30 a.m., at the Portland Community Center, 2000 Billy G. Webb, Portland, Texas.

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

Staff Present: Mr. John LaRue
Mr. Sean Strawbridge
Mr. Jarl Pedersen
Mr. Darrin Aldrich
Patricia Cardenas
Sandra Davis
David Krams
Mr. John Pasch
Ms. Sherry DuBois

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

Others Present: Mr. Richard R. Valls
Valls Group
Capt. Louis Adams
Capt. Forrest Albrecht
Capt. Steven Conway
Capt. Trip Webb
Aransas/CC Pilots Assn.
Mr. Chris Ramirez
Caller-Times
Mr. Fred Dotts
MDR
Mr. Terry Arnold
Consultant

I.

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

II.

On motion made by Mr. Zahn and seconded by Mr. Engel, the minutes of the Pilot Board meeting held on August 18, 2015, were approved in the form presented to the meeting.

III.

Chair Hawley asked for comments from the public. None were received.

IV.

The Pilot Board received two Aransas-Corpus Christi Pilot Work Hours Visual Inspection Reports performed August 14, 2015, and Oct 9, 2015, pursuant to **Section V of the Rules and Regulations Governing Pilots and Pilotage on the Corpus Christi Ship Channel.**

V.

On motion made by Mr. Zahn and seconded by Ms. Canales, the Pilot Board approved the re-appointment of Captain Forrest Albrecht as Branch Pilot to the Aransas-Corpus Christi Pilot Association pursuant to **Texas Transportation Code Sec. 70.040 Branch Pilot's License Renewal.**

VI.

On motion made by Mr. Zahn and seconded by Mr. Engel, the Pilot Board approved the appointment of Captain Trip Webb as Branch Pilot to the Aransas-Corpus Christi Pilot Association pursuant to **Texas Transportation Code Sec. 70.036 Branch Pilot Appointment by Governor.**

VII.

On motion made by Mr. Zahn and seconded by Ms. Canales, the Pilot Board approved the appointment of Captain Steve Conway as Deputy Pilot Branch Pilot to the Aransas-Corpus Christi Pilot Association pursuant to **Texas Transportation Code Sec. 70.036 Branch Pilot Appointment by Governor.**

VIII.

There being no further business, the meeting adjourned at 8:46 a.m.

AGENDA ITEM NO. 3
Comments from the Public
No Attachment

DATE: March 15, 2016

TO: Pilot Board

FROM: John Pasch, Interim Director of Operations
Jpasch@pocca.com
(361) 885-6157

AGENDA ITEM NO. 4

**Aransas-Corpus Christi Pilot Work Hours Visual Inspection Report
for 1st Quarter 2016**

SUMMARY:

On Thursday, January 9, 2016 Mr. John Pasch, Interim Director of Operations, with Mr. Ray Harrison, Harbormaster, reviewed the Pilot's master work hours logbook during the first quarter 2016 as required by the Resolution adopted 12 August 2014 by the Board of Pilot Commissioners for the Port of Corpus Christi Authority. (This resolution amended the Pilotage Rule and Regulations by limiting a Pilot's work hours to not more than 13 total hours in any 24 hour period).

On Friday, February 12, 2016 Mr. Ray Harrison, Harbormaster, also reviewed the Pilot's master work hours logbook during the first quarter 2016.

BACKGROUND:

The inspection on January 9, 2016 was performed in the presence of Pilots' Presiding President, Capt. Louis Adams, Ms. Kristin Malone and Capt. Bob Lippold. The pilots use a computer-based data system called Harbor Lights. Three pilots' work records were reviewed, including the complete two week work cycle of one pilot and several randomly selected days of the other pilots.

The inspection on February 12, 2016 was performed in the presence of Pilots' Presiding President, Capt. Louis Adams, Ms. Kristin Malone and Capt. Jay Rivera. The two week work cycles of one randomly selected pilot was reviewed.

No discrepancies were noted during these audits of pilot work-rest hours.

ALTERNATIVES:

N/A

CONFORMITY TO PORT POLICY:

Texas state legislation tasks members of the Port of Corpus Christi Authority's Port Commission to provide oversight of the Aransas-Corpus Christi Pilots.

Chapter 70 of the Texas Transportation Code provides that the Port of Corpus Christi Authority's Commissioners serve as the Board of Pilot Commissioners for their Ports, with exclusive jurisdiction over the Aransas-Corpus Christi Pilots, as they undertake the piloting of vessels in the Port Corpus Christi port facilities.

EMERGENCY:

N/A

FINANCIAL IMPACT:

N/A

STAFF RECOMMENDATION:

The next review is scheduled for the 2nd quarter of 2016.

DEPARTMENTAL CLERARANCES:

N/A

LIST OF SUPPORTING DOCUMENTS:

N/A

ARANSAS - CORPUS CHRISTI PILOTS

P.O. BOX 2767, CORPUS CHRISTI, TEXAS 78403
(361) 884-5899 • FAX (361) 884-1659

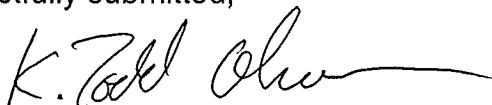
March 15, 2016

Mr. John P. LaRue
Executive Director
Secretary - Pilot Board of Commissioners
PO Box 1451
Corpus Christi, TX 78403

Dear Mr. LaRue:

My four year commission as a Branch Pilot for the Corpus Christi Ship Channel expires on May 10, 2016. I respectfully request that the Board of Pilot Commissioners consider recommending to the Governor that my commission be renewed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "K. Todd Olson", with a long horizontal flourish extending to the right.

Captain Kenneth Todd Olson
Aransas-Corpus Christi Pilots

cc: Captain John Pasch
USCG Ret. - Director Port Operations

ARANSAS - CORPUS CHRISTI PILOTS

P.O. BOX 2767, CORPUS CHRISTI, TEXAS 78403
(361) 884-5899 • FAX (361) 884-1659

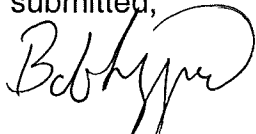
March 15, 2016

Mr. John P. LaRue
Executive Director
Secretary - Pilot Board of Commissioners
PO Box 1451
Corpus Christi, TX 78403

Dear Mr. LaRue:

My four year commission as a Branch Pilot for the Corpus Christi Ship Channel expires on July 8, 2016. I respectfully request that the Board of Pilot Commissioners consider recommending to the Governor that my commission be renewed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bob Lippold", written over a horizontal line.

Captain Bob L. Lippold
Aransas-Corpus Christi Pilots

cc: Captain John Pasch
USCG Ret. - Director Port Operations

DATE: March 15, 2016

TO: Pilot Board

FROM: John Pasch, Interim Director of Operations
Jpasch@pocca.com
(361) 885-6157

AGENDA ITEM NO. 7

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

SUMMARY: Staff requests approval of the Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways.

BACKGROUND: Texas state legislation tasks members of the Port of Corpus Christi Authority's Port Commission to provide oversight of the Aransas-Corpus Christi Pilots. Chapter 70 of the Texas Transportation Code provides that the Port of Corpus Christi Authority's Commissioners serve as the Board of Pilot Commissioners for their Ports, with exclusive jurisdiction over the Aransas-Corpus Christi Pilots, as they undertake the piloting of vessels in the Port of Corpus Christi port facilities. One of the statutory duties of the Board of Pilot Commissioners, also known as the Pilot Board or Pilot Commission, is to examine and determine the qualifications of each applicant for branch pilot.

The Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways (attached) is a summary of the procedure and minimum qualifications for Deputy Branch Pilot applications. This informational tool will be displayed on the PCCA website upon approval. The Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways adopts the creation of a new Pilot Board Application Review Committee which will review all applications and supporting documents before an applicant is placed in the Deputy Branch Pilot Pool for consideration by the Aransas-Corpus Christi Pilots for a Deputy Branch Pilot position. The Pilot Board Application Review Committee will be comprised of three Pilots and one Port Authority representative. The Port Authority representative shall hold the office of Chief Operating Officer, Director of Operations, Deputy Director of Operations or Harbor Master.

ALTERNATIVES: N/A

CONFORMITY TO PORT POLICY: This process conforms to the Pilot Board's statutory duty to examine and determine the qualifications of each applicant for branch pilot.

EMERGENCY: No.

FINANCIAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends approval of the Application Procedure for Deputy Branch Pilots on the Port of Corpus Christi Waterways.

DEPARTMENTAL CLERARANCES:

Originating Department	Operations
Reviewed & Approved	John Pasch
Legal	Jimmy Welder
	Dane Bruun
Senior Staff	John LaRue
	Sean Strawbridge

LIST OF SUPPORTING DOCUMENTS:

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

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 of 1080 documented sea service days on a license of at least a USCG-issued Mate of Motor Vessels 200 Gross Tons – Inland, at least 360 days of which must be completed while the person is in possession of a USCG-issued license of Master – Any Gross Tons or Master – 1600 Gross Tons (Inland, Near Coastal, or Oceans).
- 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 in a licensed capacity (Minimum capacity being Mate 200 Gross Tons (inland) while holding a USCG license of Master – Any Gross Tons (Inland, near Coastal, or Oceans).
- 8) be eligible to obtain a USCG-issued First Class Pilot License after completion of the Aransas Corpus Christi Pilots initial 120 day / 240 trips Deputy Pilot observation and training period.

To enter the Deputy Branch Pilot Pool, a person must submit a Deputy Branch Pilot Application to the Aransas Corpus Christi Pilots Association, along with evidence that the person has the minimum qualifications listed above. The Pilot Board Application Review Committee (See Note 1 below) 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. Any applicant found to be unqualified shall be notified by the Aransas Corpus Christi Pilot Association. After three years, an applicant must reapply to remain in the Deputy Branch Pilot Pool.

The Branch Pilots of the Aransas Corpus Christi Pilot's Association 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 must approve all appointments to the Deputy Branch Pilot Training Program. All appointees to the Program must pass a USCG Physical Examination and drug screen before being admitted to the Program.

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

Aransas Corpus Christi Pilots
P.O. Box 2767
Corpus Christi, Texas 78403

Note 1: The Pilot Board Application Review Committee will be comprised of three Pilots and one Port Authority representative. The Port Authority representative shall hold the office of Chief Operating Officer, Director of Operations, Deputy Director of Operations or Harbor Master.

ARANSAS-CORPUS CHRISTI PILOTS
Application for Deputy Branch Pilot
***Forms must be typed* - Revised 2/17/2016**

Name: _____

Current Address:

_____ Street Address _____ City _____ State _____ Zip Code _____ Phone Number _____

Mailing Address:

_____ Street Address _____ City _____ State _____ Zip Code _____ Phone Number _____

Age: _____ Date Of Birth: _____ SSN: _____ Driver License No.: _____
 _____ Month/Day/Year _____ State, Number _____

EDUCATION

Highest Grade Completed

Grade School

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐

High School

1 ☐ 2 ☐ 3 ☐ 4 ☐

Did you graduate?

Yes ☐ No ☐

University or College

Did you graduate?

1 ☐ 2 ☐ 3 ☐ 4 ☐ Yes ☐ No ☐

Graduate School

1 ☐ 2 ☐ 3 ☐ 4 ☐

Did you graduate?

Yes ☐ No ☐

School Name	Location	Course/Degree	Dates Attended

Name:

MILITARY SERVICE

Have you served in the Armed Forces? Yes ☐ No ☐

Branch: _____ Date Entered: _____ Date Released: _____

Service Number: _____ Rank on release: _____

Type of Discharge: _____

EMPLOYMENT

PREVIOUS EMPLOYMENT HISTORY - INDICATE DATES, DUTIES, POSITION HELD AND REASON FOR LEAVING.
LIST THE NAME AND TELEPHONE NUMBER OF A PERSON WHO CAN CONFIRM THIS INFORMATION.

SEA EXPERINCE

SHOW POSITION AND LIST AMOUNT OF DAYS SERVED

Name:

WHAT US COAST GUARD LICENSE DO YOU HOLD? ATTACH PHOTOCOPY FRONT/BACK
HAS THE COAST GUARD OR OTHER APPROPRIATE BODY EVER TAKEN ANY PROCEEDING AGAINST YOUR LICENSE? PLEASE INDICATE FINDINGS DETERMINED BY APPROPRIATE BODIES.
Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, EXPLAIN (PLEASE INCLUDE DATES):

PHYSICIAN'S EXAMINATION

A CURRENT REPORT OF A PHYSICIAN'S PHYSICAL EXAMINATION MUST BE INCLUDED WITH THE APPLICATION. CG 719K FORM MERCHANT MARINER CREDENTIAL MEDICAL EVALUATION REPORT

Name:

RELATIONSHIP TO OTHER ARANSAS-CORPUS CHRISTI PILOTS

ARE YOU RELATED BY BLOOD OR BY MARRIAGE TO OTHER ARANSAS-CORPUS CHRISTI PILOTS? IF YES, LIST NAME AND RELATIONSHIP.

Yes ☐ No ☐

PERSONAL REFERENCES

LIST THREE PERSONS (NOT RELATED TO YOU) WHOM YOU HAVE KNOWN FOR FIVE YEARS OR LONGER AND HAVE DEFINITE KNOWLEDGE OF YOUR CHARACTER AND FITNESS

NAME	ADDRESS	CURRENT PHONE No.	PROFESSION

Name: _____

CRIMINAL RECORD

Note: The Application Review Committee looks highly unfavorably upon drug and alcohol incidents/usage when evaluating the "good moral character" standard.

HAVE YOU EVER BEEN CONVICTED IN A CRIMINAL PROCEEDING (EXCLUDING TRAFFIC VIOLATION), PLACED ON PROBATION, REQUIRED TO PERFORM COMMUNITY SERVICE, OR HAD A CRIMINAL PROCEEDING DISPOSED OF BY PRE-TRIAL DIVERSION, DEFERRED PROSECUTION, DEFERRED ADJUDICATION, OR SOME SIMILAR PROCEEDING?

Yes ☐ No ☐

IF YES, EXPLAIN BELOW. NOTE: A CONVICTION DOES NOT AUTOMATICALLY DISQUALIFY YOU. THE FACTS MUST BE CONSIDERED. PLEASE GIVE A FULL EXPLANATION.

ADDITIONAL INFORMATION

I HEREBY SUBMIT MY APPLICATION FOR DEPUTY BRANCH PILOT AND WILLINGLY SUBMIT THE FOLLOWING:

- I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR REJECTION OR FUTURE DISQUALIFICATION.
- I AGREE TO SUPPLY ANY AND ALL ADDITIONAL INFORMATION REQUESTED TO ASSESS MY APPLICATION.
- I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION AND RELEASE THE PILOT BOARD, THE APPLICATION REVIEW COMMITTEE, AND THEIR STAFF FROM LIABILITY IN CONNECTION WITH THEIR INVESTIGATION.

ATTACH THIS TYPED, COMPLETED, AND SIGNED APPLICATION TO YOUR RESUME WITH ALL SUPPORTING DOCUMENTATION AND SUBMIT TO:

***Aransas-Corpus Christi Pilots
PO Box 2767
Corpus Christi, TX 78403***

DATE: _____ APPLICANT'S SIGNATURE: _____

DATE: March 15, 2016

TO: Pilot Board

FROM: John Pasch, Interim Director of Operations
Jpasch@pocca.com
(361) 885-6157

AGENDA ITEM NO. 8

**Appoint Harbormaster Ray Harrison as Port Authority Representative to
Pilot Board Application Review Committee**

SUMMARY: Staff requests appointment of Harbormaster Ray Harrison as the Port Authority Representative to the Pilot Board Application Review Committee.

BACKGROUND: Texas state legislation tasks members of the Port of Corpus Christi Authority's Port Commission to provide oversight of the Aransas-Corpus Christi Pilots. Chapter 70 of the Texas Transportation Code provides that the Port of Corpus Christi Authority's Commissioners serve as the Board of Pilot Commissioners for their Ports, with exclusive jurisdiction over the Aransas-Corpus Christi Pilots, as they undertake the piloting of vessels in the Port of Corpus Christi port facilities. One of the statutory duties of the Board of Pilot Commissioners, also known as the Pilot Board or Pilot Commission, is to examine and determine the qualifications of each applicant for branch pilot. The Pilot Board Application Review Committee will review all applications and supporting documents before an applicant is placed in the Deputy Branch Pilot Pool for consideration by the Aransas-Corpus Christi Pilots for a Deputy Branch Pilot position.

ALTERNATIVES: N/A

CONFORMITY TO PORT POLICY: This process conforms to the Pilot Board's statutory duty to examine and determine the qualifications of each applicant for branch pilot.

EMERGENCY: No.

FINANCIAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends that Harbormaster Ray Harrison be appointed as the Port Authority Representative to the Pilot Board Application Review Committee.

DEPARTMENTAL CLERARANCES:

Originating Department	Operations
Reviewed & Approved	John Pasch
Legal	Jimmy Welder
	Dane Bruun
Senior Staff	John LaRue
	Sean Strawbridge

LIST OF SUPPORTING DOCUMENTS:

N/A

AGENDA ITEM NO. 9

Recognition of Capt. Bill Parrish

No Attachment