

Minutes of Pilot Commission
Port Freeport
February 27, 2018

A Special Meeting of the Pilot Commission of Port Freeport was held February 27, 2018, beginning at 4:33 PM at the Port Freeport Administration Building, 1100 Cherry Street, Freeport, Texas.

Commissioners present:

Mr. Paul Kresta, Chairman
Mr. John Hoss, Vice Chairman
Mr. Shane Pirtle, Secretary/Treasurer
Mr. Rudy Santos, Commissioner
Mr. Bill Terry, Commissioner

Staff Members present:

Mr. Jason Cordoba, Legal Counsel
Ms. Phyllis Saathoff, Executive Director/CEO
Mr. Al Durel, Director of Operations
Ms. Mary Campus, Controller
Mr. John Mannion, Chief Financial Officer
Ms. Missy Bevers, Executive Assistant
Mr. Brandon Robertson, Network Systems Manager
Ms. Lauren McCormick, Public Affairs Manager

Absent:

Mr. Ravi Singhanian, Commissioner

Also, present:

Mr. Peter Nemeth, Crain, Caton & James
Captain Billy J. Burns, Brazos Pilots Association
Captain Daniel Blanton, Brazos Pilots Association
Captain Matthew Krohn, Brazos Pilots Association
Mr. Bobby Fuller, Texas Port Ministry

1. CONVENE OPEN SESSION in accordance with Texas Government Code Section 551.001, et. seq., to review and consider the following:
2. Discuss and consider appointment of Port Freeport CEO or his or her designee to review applications submitted for Deputy Branch Pilot position, as provided in Section III, Subsection A of the *Pilot and Pilotage Rules and Procedures* approved June 16, 2017.

The Pilotage Rules and Procedures outlines the application process and processing of applications for Deputy Branch Pilot. The Port is currently receiving applications that need to be reviewed and vetted before passing on to the Pilots. The language within the rules and procedures reads, *“Upon receipt of an application, the Pilot Board, or its designee shall determine whether an applicant is qualified, unqualified, or whether additional information is necessary to determine an applicant’s qualifications.”* When the Pilot Board adopted the rules and procedures they did not make a designation as to who would be reviewing the applications. It is Ms. Saathoff’s recommendation the Board appoint the CEO as designee for the process. The CEO can either review the applications or designate someone else. If approved it would be her intention to designate the Director of Operations to review the applications. Commissioner Hoss stated that he would support the Board appointing the Director of Operations as designee for this process. Commissioner Pirtle stated he would leave the CEO as the designee and allow her to make the designation to the Director of Operations at her discretion. Commissioner Hoss added that it does not conform to the procedures adopted because the Board would be giving someone else the authority to delegate, so the Board should designate one person or two, if necessary. Ms. Saathoff stated that she is not trying to take away the Board’s authority, but feels she has the best judgement to decide who should review the applications. If there is a change in the organization, and she has the ability to designate someone, the Port can continue with fulfilling their responsibilities without interruption. After additional discussion, the Board agreed to designate both the CEO and Director of Operations to review the applications submitted for Deputy Branch Pilot position.

A motion was made by Commissioner Hoss to appoint the CEO and/or the Director of Operations as directed by the Board to review applications submitted for Deputy Branch Pilot positions. The motion was seconded by Commissioner Santos with all Commissioners present voting in favor of the motion.

3. Adjourn.

With no further business before the Commission, the meeting adjourned at 4:44 p.m.