



City of Key West, FL

Old City Hall
510 Greene Street
Key West FL 33040

Action Minutes - Final

Key West Bight Management District Board

Wednesday, July 13, 2016

5:00 PM

Old City Hall

ADA Assistance: It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3731 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

Call Meeting To Order - 5:00 P.M.

Roll Call

Absent 3 - Mr. Gardner Jr., Mr. Hughes, and Mr. Bowman

Present 4 - Mr. Ashby, Mr. Henson, Ms. Ovide, and Chairman Knowles

Pledge of Allegiance to the Flag

Approval of Agenda - The Agenda was approved without objection

Approval of Minutes

1 June 16, 2016 (Regular)

Attachments: [Minutes](#)

A motion was made by Ms. Ovide, seconded by Mr. Ashby, that the Minutes be Approved. The motion passed by a unanimous vote.

Action Items

2 Approving the 2016-2017 Proposed Key West Historic Seaport Budget.

Sponsors: City Manager Scholl

Attachments: [405 Budget 16-17](#)
[Summary 16-17](#)
[Full Budget Package](#)
[2016-17 Proposed Revenues](#)
[2016-17 Proposed Expenses](#)
[2016-17 Capital Projects](#)
[2015-16 Budgeted Revenue and Year to Date](#)
[2015-16 Budgeted Expenses and Year to Date](#)
[Key West Seaport Marketing 2017 Budget Estimate](#)

A motion was made by Ms. Ovide, seconded by Mr. Henson, that the Budget be accepted as presented with an amendment to increase marketing to 2% of the gross revenues. The motion carried by the following vote:

Absent: 3 - Mr. Gardner Jr., Mr. Hughes, and Bowman

Yes: 4 - Mr. Ashby, Mr. Henson, Ms. Ovide, and Chairman Knowles

3 Approving a Sub-lease for a portion of the premises known as Flagler Station located at 901 Caroline Street between Sub-lessor Conch Tour Trains and sub-lessee CAPICUA of the Florida Keys, LLC.

Attachments: [Executive Summary](#)
[Request for Sublease](#)
[Lease](#)
[Sublease](#)
[Consent of Lessor](#)

A motion was made by Mr. Ashby, seconded by Mr. Henson, that the Item be Passed as presented. The motion carried by the following vote:

Absent: 3 - Mr. Gardner Jr., Mr. Hughes, and Bowman

Yes: 4 - Mr. Ashby, Mr. Henson, Ms. Ovide, and Chairman Knowles

- 4 Approving the attached First Amendment to Lease Agreement between Wayne Owen, Individual/B.O.'s Fishwagon, Inc. located at 801 Caroline Street for a one-time rent waiver.

Sponsors: City Manager Scholl

Attachments: [Executive Summary](#)
[Request Letter](#)
[Photos](#)
[First Amendment to Lease](#)
[Rent Worksheet](#)
[Rent Worksheet DR-15](#)
[DR-15 Nov 14-April 15](#)
[DR-15 Nov 15-April 16](#)
[Resolution 13-243 BO Fish Wagon Lease](#)

A motion was made by Mr. Ashby, seconded by Mr. Henson, that the Item be approved as recommended by Staff waiving \$33,682.84 owed on the account. The motion carried by the following vote:

Absent: 3 - Mr. Gardner Jr., Mr. Hughes, and Bowman

Yes: 4 - Mr. Ashby, Mr. Henson, Ms. Ovide, and Chairman Knowles

Reports

- 5 Manager's Report May 2016

Attachments: [May 2016 Monthly Report](#)
[May 2016 Sales Comparison Report](#)
[Port and Marine Project Status 6-2-16](#)
[Ferry Terminal Passenger Counts](#)
[Schooner Western Union Preservation Society Update](#)

Received and Filed

- 6 Accounts Receivable Report

Attachments: [Tenant Balances June 10 2016](#)
[KW Bight Marina Tenant Charges June 16](#)
[KW Bight Rent Roll June 2016](#)

Received and Filed

7 Manager's June 2016 Report

Attachments: [June 2016 Monthly Report](#)
 [Adept Public Relations Update](#)
 [June 2016 Sales Comparison Report](#)
 [Port and Marine Project Status 7-1-16](#)
 [Ferry Terminal Passenger Counts](#)
 [Schooner Western Union Preservation Society Update](#)

Received and Filed

8 Accounts Receivable Report

Attachments: [Tenant Balances July 2016](#)
 [KW Bight Marina Tenant Charges July 2016](#)
 [KW Bight Rent Roll July 2016](#)

Received and Filed

9 Key West Bight Preservation Association Report

Received and Filed

Public Comment

Board Comments

Adjournment - 6:10 P.M.