



# City of Key West, FL

Old City Hall  
510 Greene Street  
Key West FL 33040

## Action Minutes - Final

### Key West Bight Management District Board

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Wednesday, July 13, 2016

5:00 PM

Old City Hall

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**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.**