



# City of Key West, FL

City Hall  
1300 White Street  
Key West FL 33040

## Action Minutes - Final

### Key West Bight Management District Board

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Wednesday, January 10, 2024

4:00 PM

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 305-809-3811 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

**FOR VISUAL PRESENTATIONS:** For City Commission meetings the City Clerk's Office will need a copy of all presentations for the agenda at least 7 days before the meeting.

**Call Meeting To Order - 4:00 P.M.**

#### Roll Call

**Absent** 1 - Ms. Ovide

**Present** 6 - Mr. Ashby, Vice Chair Henson, Mr. Hughes, Mr. Langley, Mr. Lay, and Chairman Knowles

#### Pledge of Allegiance to the Flag

**Approval of Agenda - The agenda was unanimously approved including an add-on Action Item (Item#5)**

#### Approval of Minutes

1 December 13, 2023

Attachments: [Minutes](#)

A motion was made by Mr. Lay, seconded by Mr. Langley, that the Minutes be Approved. The motion passed by unanimous vote.

**4:04 P.M. - Ms. Ovide arrived to Meeting**

#### Presentations

2 Key West Bight Preservation Association

Received and Filed

## Action Items

- 3 Election of Board Chair and Co-Chair for Two Year Terms
- Attachments:** [Sec. 2-552. Organization and rules.](#)
- A motion was made by Mr. Lay, seconded by Mr. Hughes, to nominate Chairman Knowles for another term as Chair. The motion passed unanimously.**
- A motion was then made by Mr. Hughes, seconded by Ms. Ovide, to nominate Vice Chair Henson for another term as Vice Chair. The motion carried by the following vote:**
- Yes:** 7 - Mr. Ashby, Vice Chair Henson, Mr. Hughes, Mr. Langley, Mr. Lay, Ms. Ovide, and Chairman Knowles
- 4 Lease Renewal for Reef Relief, Inc.
- Attachments:** [Resolution](#)  
[Cover Memo](#)  
[Lease](#)  
[Corporate Status](#)  
[Current Lease](#)
- A motion was made by Mr. Hughes, seconded by Vice Chair Henson, that the Action Items - Key West Bight be Passed. The motion carried by the following vote:**
- Yes:** 7 - Mr. Ashby, Vice Chair Henson, Mr. Hughes, Mr. Langley, Mr. Lay, Ms. Ovide, and Chairman Knowles
- Enactment No: KWBB 24-01
- 5 Authorize and allocate funding for the design and construction or installation of a ticket kiosk at Pier C in the Key West Bight.
- A motion was made by Mr. Langley, seconded by Mr. Hughes, that the Action Items - Key West Bight be Passed. The motion carried by the following vote:**
- Yes:** 7 - Mr. Ashby, Vice Chair Henson, Mr. Hughes, Mr. Langley, Mr. Lay, Ms. Ovide, and Chairman Knowles
- Enactment No: KWBB 24-02

## Reports

6 22/23 Fiscal Year Common Area Maintenance Reconciliation

- Attachments:** [Memorandum](#)  
[CAM Summary](#)  
[CAM Revenue & Expense](#)  
[Revenue Detail](#)  
[Property Taxes](#)  
[Insurance](#)  
[Survey Net Usable SF](#)  
[CAM Billable 22-23](#)  
[CAM Summary 21-22](#)  
[23-24 Estimated CAM](#)

Received and Filed

7 Director's Report

- Attachments:** [FT Passenger Counts \(2020 to 2024\)-December](#)  
[December 2022-2023 Sales Comparison reports](#)  
[KWB Rent & Gross Sales Comparison Report](#)  
[KWB Rent Roll January 2024](#)  
[KWB Marine Tenant Charges January 2024](#)  
[SUMMARY DR15 update January 2024](#)  
[KWB & FT Fuel Sales \(Gallons\) 2021-2024 December](#)  
[Port Marine Services Monthly Report - Dec 2023](#)

Received and Filed

8 Adept Marketing Report

- Attachments:** [2023-12 Adept PR Bight Board Update](#)

Received and Filed

9 Quarterly Schooner Western Union Report

- Attachments:** [2023-12 SWUPS KWBB Update](#)

Received and Filed

**Public Comment**

**Board Member Comment**

**Adjournment - 5:59 P.M.**