



# 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, February 14, 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 - 4:02 P.M.**

#### Roll Call

**Absent** 1 - Mr. Hughes

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

#### Pledge of Allegiance to the Flag

**Approval of Agenda - The agenda was unanimously approved as presented**

#### Approval of Minutes

1 January 10, 2024

**Attachments:** [Minutes](#)

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

#### Presentations

2 Key West Bight Preservation Association

Received and Filed

#### Action Items

- 3 Waterfront Brewery Third Amendment to Lease incorporating adjacent Suite C into the demised premises of the 201 William Street lease

**Attachments:**    [Resolution](#)  
                              [Cover Memo](#)  
                              [Third Amendment to Lease](#)  
                              [Exhibit A](#)  
                              [\\*Large File\\* 13-012 WF Brewery Lease](#)  
                              [Res 19-147 Lease Suite C](#)

**A motion was made by Mr. Langley, seconded by Mr. Lay, that the Action Items - Key West Bight be Passed. The motion carried by the following vote:**

**Absent:** 1 - Mr. Hughes

**Yes:** 6 - Mr. Ashby, Vice Chair Henson, Mr. Langley, Mr. Lay, Ms. Ovide, and Chairman Knowles

Enactment No: KWBB 24-03

- 4 Upland Lease Extension for Sunset Watersports, Inc. at the Historic Seaport, 201 William Street Unit B

**Attachments:**    [Resolution](#)  
                              [Cover Memo](#)  
                              [Lease](#)  
                              [Guaranty](#)  
                              [19-146 Current Lease](#)

**A motion was made by Vice Chair Henson, seconded by Mr. Ashby, that the Action Items - Key West Bight be Passed. The motion carried by the following vote:**

**Absent:** 1 - Mr. Hughes

**Yes:** 6 - Mr. Ashby, Vice Chair Henson, Mr. Langley, Mr. Lay, Ms. Ovide, and Chairman Knowles

Enactment No: KWBB 24-04

**5** Lease Extension for Sunset Watersports at the Historic Seaport, 201 William Street Unit C

**Attachments:**    [Resolution](#)  
                              [Cover Memo](#)  
                              [Lease](#)  
                              [Guaranty](#)  
                              [19-145 Current Lease](#)

**A motion was made by Mr. Langley, seconded by Vice Chair Henson, that the Action Items - Key West Bight be Passed. The motion carried by the following vote:**

**Absent:** 1 - Mr. Hughes

**Yes:** 6 - Mr. Ashby, Vice Chair Henson, Mr. Langley, Mr. Lay, Ms. Ovide, and Chairman Knowles

Enactment No: KWBB 24-05

**6** Approve a Design and Environmental Permitting Task Order to Tetra Tech, Inc. for Key West Bight Revitalization and Shoreline Stabilization project in the amount of \$624,370.

**Attachments:**    [KWB Resolution](#)  
                              [Cover Memorandum](#)  
                              [Proposed Task Order](#)  
                              [Res #23-126 Select Tetra Tech](#)  
                              [Res #22-069 Receive ARPA Funds](#)

**A motion was made by Mr. Ashby, seconded by Ms. Ovide, that the Action Items - Key West Bight be Passed. The motion carried by the following vote:**

**Absent:** 1 - Mr. Hughes

**Yes:** 6 - Mr. Ashby, Vice Chair Henson, Mr. Langley, Mr. Lay, Ms. Ovide, and Chairman Knowles

Enactment No: KWBB 24-06

7 Approval of CAM Reconciliation Fiscal Year 22/23 Second Presentation

- Attachments:**    [CAM Resolution](#)  
                          [Cover Memo](#)  
                          [CAM Reconciliation Brief Fiscal Year 2022-23](#)  
                          [CAM Summary](#)  
                          [CAM Revenue & Expenses](#)  
                          [Revenue Detail](#)  
                          [Property Taxes](#)  
                          [Insurance](#)  
                          [Survey Net Usable SF](#)  
                          [CAM Recovery Billable](#)  
                          [CAM Summary 21-22](#)  
                          [23-24 Tenant Impounds](#)

**A motion was made by Vice Chair Henson, seconded by Mr. Langley, that the Action Items - Key West Bight be Passed. The motion carried by the following vote:**

**No:** 2 - Mr. Lay, and Ms. Ovide

**Absent:** 1 - Mr. Hughes

**Yes:** 4 - Mr. Ashby, Vice Chair Henson, Mr. Langley, and Chairman Knowles

Enactment No: KWBB 24-07

**Discussion Items**

8 Available Parking Options

**Discussed**

**Reports**

9 Adept Marketing Report

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

**Received and Filed**

10

Director's Report

**Attachments:** [Port Marine Services Monthly Report - Jan 2024](#)  
[Port and Marine Project Status 2-08-24](#)  
[FT Passenger Counts \(2020 to 2024\)-January 2024](#)  
[Sales Comparison Report January 2024](#)  
[KWB Rent & Gross Sales Comparison Report](#)  
[KWB Rent Roll February 2024](#)  
[KWB Marina Tenant Charges February 2024](#)  
[SUMMARY DR15 Update February 2024](#)  
[KWB & FT Fuel Sales \(Gallons\) 2021-2024 January](#)

Received and Filed

Public Comment

Board Member Comment

Adjournment - 5:27 P.M.