



MCRA Board of Directors

Tuesday, October 21, 2025, 8:37 a.m. Open Session Minutes

Meeting Location

18810 Woodfield Road, Gaithersburg, MD 20879

Attendance

Members Present

Shanu Biswas, Member

Andrew Bridge, Secretary-Treasurer

Stephen H. Edwards, Chairman

Richard Madaleno, *Ex-officio* Member

Bridget Ware, Member

Members Not Present

Tarrick L. Clayton, Member

Proof of Quorum

A quorum was obtained.

Staff Present

Justin Bollum, Airport Manager

Patricia Conrad, Chief Financial Officer

Gayle Jamison, Secretary to the Board

Keith Miller, Chief Executive Officer

Guests

Matthew Johnson, Assistant County Attorney

Call to Order

The meeting was called to order at 8:37 a.m.

Meeting Minutes Agenda Items

1. Item 1: Minutes of September 30, 2025
 - a. A motion was made by Bridge and seconded by Ware to approve the minutes of September 30, 2025 as presented. Carried.
2. Item 2: Public Comments: no one signed up to speak.
3. Item 3: Airpark Update
 - a. Planned and prospective development of the north end of the Airpark was discussed.
 - b. Staff gave a detailed review of the Airpark Community Advisory Committee's (ACAC) annual report highlighting operational concerns and MCRA's commitments in response. The discussion also considered installing a staffed tower to address community issues and recommended that the ACAC committee conduct a further review.
4. Item 4: Resolution 50-1021-2025 was presented to the Board for consideration.
 - a. The purpose of the resolution is to name Keith Miller as the MCRA's Resident Agent.
 - b. A motion was made by Bridge and seconded by Biswas to appoint Keith Miller as MCRA's Resident Agent. Carried.
5. Closed Session: A motion was made by Bridge and seconded by Ware to enter into closed session to consult with counsel to obtain legal advice, pursuant to Maryland Code, General Provisions Article §3-305(b)(7); and to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction, pursuant to Maryland Code, General Provisions Article §3-305(b)(1)(i). Topics included consultation with counsel to obtain legal advice and personnel matters concerning one or more specific appointees, employees, or officials.

Members Present

Biswas, Bridge, Edwards, Madaleno, and Ware attended the closed session in its entirety. Staff and counsel presented matters of potential litigation, and no action was taken.

Staff Present

Conrad and Miller attended the closed session in its entirety. Bollum and Jamison attended the closed session for the first item.

Guests

Matthew Johnson, Assistant County Attorney attended the closed session in its entirety.

Action – Closed Session

For the first item, staff and counsel presented matters of potential litigation, and no action was taken. For the second item, staff discussed the compensation of a group of employees, and no action was taken.

Call to Order and Adjournment – Closed Session

The closed session began at 9:20 a.m. and concluded at 10:20 a.m.

Next Meeting

The next Open Session will be held on November 18, 2025.

Adjournment

The Open Session adjourned at 9:20 a.m.