



# MCRA Board of Directors

Tuesday, November 18, 2025, 9:33 a.m. Open Session Minutes

## Meeting Location

16601 West Willard Road Poolesville, MD 20837

## Attendance

### Members Present

Shanu Biswas, Member  
Andrew Bridge, Secretary-Treasurer  
Stephen H. Edwards, Chairman

### Members Not Present

Tarrick L. Clayton, Member  
Bridget Ware, Member  
Richard Madaleno, *Ex-officio* Member

## Proof of Quorum

A quorum was obtained.

## Staff Present

Justin Bollum, Airport Manager  
Patricia Conrad, Chief Financial Officer  
Keith Miller, Chief Executive Officer

## Guests

Skip Reindollar, Chair of ACAC Committee  
Dale Tuttle, Member of ACAC Committee  
Byron Rodgers, Owner, Rodgers Precision Maintenance

## Call to Order

The meeting was called to order at 9:33 a.m.

## Meeting Minutes Agenda Items

1. Item 1: Public Comments – Two speakers were given three minutes each.
  - a. Skip Reindollar, Chair of the Airpark Community Advisory Committee, presented concerns regarding the operations at the Montgomery County Airpark and raised items from the ACAC report that he stated were not addressed. Additionally, he expressed concerns that the MCRA board was not informed on Airpark issues.
  - b. Dale Tuttle, Member of the Airpark Community Advisory Committee, presented community concerns regarding the Montgomery County Airpark’s website, data sharing and transparency.
2. Item 2: Approval of the minutes of October 21, 2025
  - a. A motion was made by Bridge and seconded by Biswas to approve the minutes. Carried
3. Item 3: Reserve Policy Discussion
  - a. Conrad presented an update regarding reserve study work with PFM Financial Advisors.
  - b. Conrad requested a subcommittee be appointed to continue discussions with goal to present recommended reserve and investment policies for the board’s review by the end of the fiscal year.
  - c. Bridge and Biswas agreed to serve on sub-committee.
4. Item 4: Vote to Close Bank Account No Longer in Use
  - a. Conrad presented information regarding a bank account that was originally opened to handle transactions under old point of sale system that is no longer in use
  - b. A motion was made by Bridge and seconded by Biswas to close the PNC Bank Restaurant Revenue Account ending in 4596. Carried.
5. Closed Session: Miller read for the record:  
Closed Session of October 21, 2025  
The Closed Session was called to order at 9:20 a.m. and adjourned at 10:20 a.m.  
Place: 18810 Woodfield Road, Gaithersburg, MD 20879  
Purpose(s): To discuss legal matter with counsel and to discuss compensation for a group of employees.  
Members who voted to meet in closed session: Biswas, Bridge, Edwards, and Ware

Members Present: Shanu Biswas, Andrew Bridge, Stephen H. Edwards, Richard Madaleno, and Bridget Ware

Members Absent: Tarrick L. Clayton

Persons Attending Closed Session: Patricia R. Conrad, Keith Miller, and Matthew Johnson attended the Closed Session in its entirety. Justin Bollum and Gayle Jamison attended the Closed Session for the first item of discussion.

Action: 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.

### Next Meeting

The next Open Session will be held on April 28, 2026.

### Adjournment

The Open Session adjourned at 9:45 a.m.