



MCRA Board of Directors

Tuesday, September 2, 2026 8:00 a.m. Open Session Minutes

Meeting Location

Microsoft Teams Virtual Meeting

Attendance

Members Present

Shanu Biswas, Member
Andrew Bridge, Chairman
Tarrick L. Clayton, Member
Elana Fine, Member
Richard Madaleno, *Ex-officio* Member
Bridget Ware, Member

Members Not Present

All members were present.

Proof of Quorum

A quorum was obtained.

Staff Present

Patricia Conrad, Chief Financial Officer
Gayle Dominick, Secretary to the Board
Keith Miller, Chief Executive Officer

Others Present

None

Guests

None

Call to Order

The meeting was called to order at 8:00 a.m.

Meeting Minutes Agenda Items

1. Item 2: Approval of the minutes of June 23, 2026

Note for record keeping purposes: the minutes of the meeting held on June 23, 2026 were approved by email vote in August of 2026.

2. Item 3: Resolution 53-0902-2026

- a. This Resolution recognizes the thirty-one years of dedicated service and exceptional and enduring contributions Stephen H. Edwards made to the MCRA and Montgomery County, Maryland during his tenure as Chairman of the MCRA Board of Directors. Further, the Resolution formalizes the naming of the Hampshire Greens Golf Course clubhouse building to the “Stephen H. Edwards Clubhouse.”
- b. A motion was made by Ms. Fine and seconded by Ms. Ware to approve Resolution 53-0902-2026 as written. Carried by unanimous vote.
- c. An event to celebrate Mr. Edwards’s time on the MCRA Board of Directors and to announce and launch the naming of the clubhouse will be held in 2026.

3. Item 4: Note for Public Record

Mr. Bridge has been appointed by the County Executive to fill the roll of Chairman, MCRA Board of Directors.

4. Item 5: Welcome New Board Member

Elana Fine was introduced as the newest member of the MCRA Board of Directors.

5. Item 6: Election of Secretary-Treasurer

- a. A discussion was held regarding the election of a Secretary-Treasurer of the MCRA Board of Directors.
- b. A motion was made by Mr. Clayton and seconded by Ms. Fine to elect Shanu Biswas in the position of Secretary-Treasurer on the MCRA Board of Directors. Motion carried.

6. Item 7: Closed Session of June 23, 2026

- a. Time of closed session: 9:06 a.m.

- b. Place: Virtual Meeting via Microsoft Teams
- c. Purpose(s): To discuss matters affecting multiple employees
- d. Members who voted to meet in closed session: Shanu Biswas, Andrew Bridge, Tarrick Clayton, Stephen Edwards, and Bridget Ware
- e. Persons attending the closed session: Board Members: Shanu Biswas, Andrew Bridge, Tarrick Clayton, Stephen Edwards, Richard Madaleno, and Bridget Ware;
- f. Staff Members attending the closed session: Keith Miller, Patricia Conrad, and Gayle Dominick.
- g. Authority under § 3-305 for the closed session: §3-305(b) (1)
- h. Topics actually discussed: Revision of a policy affecting multiple employees.
- i. Actions taken: The Board unanimously approved a revision to the Incentive Policy.
- j. Each recorded vote: Shanu Biswas, Andrew Bridge, Tarrick Clayton, Stephen Edwards, and Bridget Ware all voted in favor of the revision to the Incentive Policy.

7. Item 8: Other Business:

- a. Montgomery County Airpark
 - i. The Airpark Community Advisory Committee (ACAC) recently published an annual report. Mr. Miller stated that the report will be reviewed at the board meeting on September 29, 2026.
 - ii. Fly Friendly Meeting – Keith Miller and Justin Bollum, Airport Manager, will be holding a public “Fly Friendly” meeting on Tuesday, September 22, 2026 from 7:00 to 9:00 pm with members of the community, pilots, flight instructors and flight schools, based aircraft owners, and airport tenants. The purpose of the meeting is to get input on the “Fly Friendly” voluntary procedures pilots are asked to follow to reduce noise over neighborhoods surrounding the Airpark. Because this is a community discussion rather than an MCRA Board meeting, attendance is limited to a maximum of two Board representatives.
 - iii. Remote Control Tower: There is no news yet about the MCRA’s grant application for a project to construct a Remote Control Tower at the Montgomery County Airpark.

- b. White's Ferry: Montgomery County plans to close on the purchase of Whites Ferry on September 18. MCRA continues to work with Montgomery County and Virginia officials on future ferry operations.

Next Meeting

The next Open Session will be held on September 29, 2026 at 8:30 a.m. and it will be a virtual meeting via Microsoft Teams.

Adjournment

The Open Session adjourned at 8:20 a.m.