



LEGAL REQUEST MEMORANDUM (LRM)

From: (Name) Couillard Jim (Dept) Parks & Recreation - 6120
Last First
(Title) Director (Phone) X8559
Signature [Signature] Date Wednesday, May 7, 2025

The Office of the County Attorney is requested to provide legal assistance as detailed in this legal request and supporting documents (attached).

Request for: ☐ New Document ☐ Review & Comment ☐ RESUBMIT LRM No. _____
☒ Approve as to Form ☐ Other

Description of Request

The Federal Aviation Administration (FAA) has released their FY25 Airport Improvement Program (AIP) Grant Agreement Template. This template will be used for several upcoming agreements between Marion County and the FAA for projects at the Marion County Airport. The department is asking for the review and approval of the attached template to expedite the approval process as each individual grant is issued from the FAA. The FAA's window of time between when the individual grants are issued and the deadline to obtain BCC approval is extremely narrow. Being able to place these grant agreements on the agenda using the pre-approved template would ensure the department does not miss this approval window and would also reduce the number of additional LRMs that need to be generated each time a new grant is issued. The only items that would change from the template is the addition of the dollar amount being awarded, the name and scope of the project and the deadline for substantial completion.

For more information or discussion, contact: ☐ Same as above

(Name) Cooper Laura (Title) Administrative Services Coordinator (Phone) X8564
Last First

Agenda Item? ☒ Yes ☐ No Agenda Date: TBD

Agenda Deadline Date for Legal: _____ Agenda Deadline Date for Admin: _____

Note: Please allow a MINIMUM of 5 working days BEFORE deadlines for LRM to be completed.

DO NOT COMPLETE - Office of the County Attorney use ONLY

LRM No. 2025-398

Assigned to: ☐ Matthew Guy Minter, County Attorney ☐ Dana E. Olesky, Chief Asst. County Attorney ☒ Thomas Schwartz, Asst. County Attorney ☐ Valdoston Shealey, Asst. County Attorney

Outcome:

Date Received:

☒ Approved as to form and legal sufficiency
☐ Approved with revisions: ☐ Suggested ☐ Completed
☒ Other:

RECEIVED

By Marion County Attorney- AT at 9:05 am, May 08, 2025

Attorney Signature: Thomas Schwartz Date: 5/8/25

Staff Signature: Whymie Luck Date: 5/8/25 Returned: ☒ Department ☐ Admin ☐ Completed