

**142 TRAINING CENTER  
SAMPLE FORMAL APPLICATION LETTER**

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High Flight Aviation  
922 Aviation Place  
Topeka, KS 76176  
735-333-4444

(mm/dd/year)

Federal Aviation Administration  
Kansas City, Flight Standards District Office  
10100 Air Port Blvd, Suite 200  
Kansas City, KS 78216-4118

Gentlemen:

Please accept this letter as our formal application letter to apply for an FAA Part 142 training center certificated under the provisions of Title 14 of the Code of Federal Regulations. Based on our preliminary discussions with your office we are forwarding this formal application letter and the associated attachments for your review and consideration. As outlined in our schedule of events we are planning to commence operations on or about (mm/dd/yr).

Our primary business location is 922 Aviation Place, Topeka, KS, 76175. Our principle training center will be located at 4444 Aviation Lane, Topeka International Airport, Topeka, KS, 76175. In addition, we have contracted with XYZ Airline at 5333 Altitude Street, Denver CO, 80216 and plan to operate a satellite center at that location. Training records for all operations will be maintained at our principal training center in Topeka, KS.

We propose to offer initial certification and recurrent training in the CRJ-700, using Level C and D flight simulators and a level 6 FTD. Our Topeka, KS facility is equipped with a Level D full flight simulator and a level 6 FTD. The Denver satellite center is equipped with a level C simulator. (See Attachment 4).

Please refer to the enclosed list of attachments for complete details and technical specifications of our proposed operation.

Attachment 1. Management Personnel and Resumes  
Attachment 2. Organizational Structure and Position/Job descriptions  
Attachment 3. Quality Control Procedures  
Attachment 4. Training Facilities (Physical Plant Descriptions)  
Attachment 5. Facility and Simulator Contractual Agreements  
Attachment 6. AFTDs, Simulators, Including Specifications and Qualifications  
Attachment 7. Simulator Inoperative Component Guide (MEL if aircraft training is to be accomplished)

3/1/07

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