



### **Regular Office Hours**

Monday-Friday, 0900-1700  
Central Time (CT)

### **Hours of Service for Entrance and Clearance**

Inspection services for the entrance/ arrival of aircraft at University Of Illinois-Willard Airport are available Monday-Friday, 0900-1700 in accordance with the port's permission to land procedures. See special procedures below.

Commercial aircraft operators departing the U.S. must obtain an outbound clearance by contacting CBP directly.

### **Contact Information**

(217) 729-7607 CBP Willard Airport Office  
(217) 305-9244 CBP Willard Airport Cell Phone  
(800) 973-2867 SECTOR Communications toll free  
(217) 351-7700 Fixed Base Operator FLIGHTSTAR  
(773) 656-2800 Terminal 5 Chicago O'Hare Airport  
[KCMI\\_GAP@cbp.dhs.gov](mailto:KCMI_GAP@cbp.dhs.gov)

### **Permission to Land Procedures**

University Of Illinois-Willard Airport (KCMI) is designated as a "user fee airport" [19 CFR 122.1(m); 19 CFR 122.15].

Pilots must secure permission to land by contacting CBP prior to departure from the foreign port or placet and at least two hours in advance of the anticipated arrival time at KCMI.

Permission to land is granted with a tolerance of (+/-) 30 minutes. If your ETA deviates outside these parameters, previously granted permission(s) are invalid and you must contact CBP to re-secure permission to land.

### **Inspection Process**

- Aircraft should park inside the Customs Security Area red box.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All crew and passengers will be escorted to the adjacent General Aviation Facility (GAF) for CBP processing.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- A USDA compliance agreement is in place at this airport for the collection of regulated waste/ garbage.

### **Special Procedures/Miscellaneous**

- Pilots must secure permission to land by contacting CBP prior to departure from foreign and at least two hours in advance of arrival weekdays and by 1500 local on Friday for any weekend arrivals.
- Advise CBP if transporting live animals, weapons, hunting trophies, or commercial imports.

**NOTE:** For further detailed information regarding national GA processing standards and procedures, please refer to the CBP Private Aircraft Arrival Information Document or contact [GAsupport@cbp.dhs.gov](mailto:GAsupport@cbp.dhs.gov)