



Regular Office Hours

Monday-Friday, 0900-1700
Excluding Federal Holidays
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

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 place and at least two
hours in advance of the anticipated arrival time at KCMI. See
special procedures section below for additional information.

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

- For service on Monday-Friday, during regular hours, pilots must secure permission to land by contacting CBP prior to departure from the foreign port or place and at least two hours in advance of arrival.
- After hours requests for service on Monday-Friday may be accommodated on a flight-by-flight basis. For service after hours, pilots must secure permission to land no later than 1500 local time.
- Weekend and holiday requests for service may be accommodated on a flight-by-flight basis. For service on Saturday, Sunday, or federal holidays pilots must secure permission to land no later than 1500 local time on the preceding business day.
- Substantive changes (tail number, traveler additions or substitutions, etc.) to a flight manifest which require updated or amended APIS transmissions represents a new request for permission to land.
- 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