



Sheboygan County Memorial Airport

N6193 Resource Drive, Sheboygan Falls, WI 53085

### **Regular Office Hours**

Monday-Friday, 1100-1900  
Central Time (CT)

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

Inspection services for the entrance/  
arrival of aircraft at Sheboygan County  
Memorial Airport are generally  
available 7 days per week, 24 hours  
per day in accordance with the port's  
permission to land procedures.

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

### **Contact Information**

(920) 335-2225 CBP KSBM Airport Office  
(920) 312-1622 CBP KSBM Cell Phone  
(800) 973-2867 SECTOR Communications toll free  
[KSBM\\_GAP@cbp.dhs.gov](mailto:KSBM_GAP@cbp.dhs.gov)

### **Permission to Land Procedures**

Sheboygan County Memorial Airport (KSBM) 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 one  
business day in advance of the anticipated arrival time at  
KSBM.

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 adjacent to the CBP office which is located inside of the Sheboygan County General Aviation Facility.
- Aircraft will not be processed at the FBO.
- Aircraft are required to park in the CBP clearance area which is marked by red lines in the shape of a large square.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- The pilot in charge shall hold the aircraft, and any merchandise or baggage on the aircraft for inspection.
- Passengers and crew members shall be kept in a separate place until a CBP Officer authorizes their departure.
- All crew and passengers will be escorted inside the facility for processing.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Regardless of flight origin, all international trash is required to be bagged for disposal.

### **Special Procedures/Miscellaneous**

- The FBO servicing the Sheboygan County Memorial Airport is located on the southwest corner of the airfield.
- The FBO is not attached to the Sheboygan County General Aviation Facility.

**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)