



Erie-Ottawa International Airport

3255 E. State Road, Port Clinton, OH 43452

### **Regular Office Hours**

7 days per week, 0800-1700  
Eastern Time (ET)

### **Contact Information**

(419) 732-4446 CBP Toledo/Sandusky Port Office  
(419) 656-7106 CBP Toledo/Sandusky Duty Phone  
(800) 973-2867 SECTOR Communications toll free  
(407) 975-1740 SECTOR Communications commercial  
[TSB2@cbp.dhs.gov](mailto:TSB2@cbp.dhs.gov)

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

Inspection services for the entrance/ arrival of aircraft at Erie-Ottawa International Airport are available 7 days per week, 0800-2200 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.

### **Permission to Land Procedures**

Pilots must secure permission to land by contacting CBP directly, during regular office hours, prior to departure from the foreign port or place and at least two hours in advance of the anticipated arrival time at Erie-Ottawa International Airport.

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

### **Inspection Process**

- Aircraft should park in the “red box” directly in front of the CBP GAF.
- The aircraft control tower can direct you in if needed.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All crew and passengers will be processed inside the CBP GAF.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Regulated waste/garbage will be collected by CBP.

### **Special Procedures/Miscellaneous**

- (419) 656-7106 CBP Toledo/Sandusky Duty Phone is monitored 0800-2200 daily.
- [TSB2@cbp.dhs.gov](mailto:TSB2@cbp.dhs.gov) is not monitored after hours.
- Pilots should be aware that landing rights can be denied if inspection service cannot be provided.
- After hours service is available on a case-by case basis subject to approval by the Port Director; requests must be made during regular office hours except in an emergency.
- Weekend and holiday landing rights requests must be made prior to Friday at 1600 hours (ET).
- Advise CBP if transporting commercial imports, weapons, or live animals.

**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)