



Austin Straubel International Airport

2077 Airport Drive, Green Bay, WI 54313

### **Regular Office Hours**

Monday-Friday, 0800-1600  
Central Time (CT)

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

Inspection services for the entrance/ arrival of aircraft at Austin Straubel International Airport are 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) 496-0606 CBP Green Bay Airport Office  
(920) 498-5038 CBP Green Bay General Aviation Facility  
(800) 973-2867 SECTOR Communications Toll Free  
(407) 975-1740 SECTOR Communications Commercial  
[greenbay@cbp.dhs.gov](mailto:greenbay@cbp.dhs.gov)

### **Permission to Land Procedures**

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 KGRB.

Permission to land is granted with a tolerance of (+/-) 15 minutes. If your ETA deviates outside these parameters, previously granted permission(s) are invalid and you must contact the CBP port to re-secure permission to land.

### **Inspection Process**

- Aircraft must park in the red box located in front of the General Aviation Facility.
- Do not exit the aircraft unless otherwise directed by CBP.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- The ability to dispose of regulated garbage is available however, you must contact an FBO prior to arrival for instructions and applicable fees.

### **Special Procedures/Miscellaneous**

- CBP Green Bay has the ability to process aircraft 24 hours per day, 7 days per week.
- Landings rights request outside of normal office hours must be approved by 1500 on the day of arrival and 1500 Friday for weekend requests.
- The aircraft pilot is ultimately responsible for making sure landing rights is approved. Landing rights can only be approved by speaking to a CBP officer.
- 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)