



Battle Creek Executive Airport

15551 South Airport Road, Battle Creek, MI 49015

**Regular Office Hours**

Monday-Friday, 0800-1600  
Eastern Time (ET)

**Hours of Service for Entrance  
and Clearance**

Inspection services for the entrance/  
arrival of aircraft at Battle Creek  
Executive Airport are available  
Monday-Friday, 0800-1600 (ET) 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**

(269) 965-3349 CBP Port of Battle Creek Office  
[KBTL\\_GAP@cbp.dhs.gov](mailto:KBTL_GAP@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.

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 on the ramp at the designated FBO.
- The aircraft control tower can direct you in if needed.
- 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).
- Passengers can depart directly from FBO at the conclusion of their inspection.

**Special Procedures/Miscellaneous**

- Duncan Aviation FBO (800) 525-2376 or (269) 369-8400.
- WACO Aircraft FBO (269) 565-1000.
- Estimated hours M-F, 0800 - 1630.

**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)