



Helena Regional Airport

2540 Airport Road, Helena, MT 59602

Regular Office Hours

Monday-Friday, 0900-1700
Mountain Time (MT)

**Hours of Service for Entrance
and Clearance**

Inspection services for the entrance/arrival of aircraft at Helena Regional Airport are available Monday-Friday, 0900-1700 (MT) 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

(406) 449-5506 CBP Airport Office
(406) 335-9628 CBP Sweetgrass, MT Command Center - 24 hours
KHLN_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 and at least 2 hours in advance of the anticipated arrival time at KHLN.

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

- All inspections will be conducted on the CBP ramp unless prior arrangements for off-site clearance are approved by CBP.
- The CBP ramp is located on the south side of the airport; the tower can direct you if needed.
- Please taxi to the ramp located in front of the CBP facility and park in the designated area.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All passengers should be prepared to de-plane and be processed inside the CBP facility.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Regulated garbage handling must be coordinated through one of the FBOs.

Special Procedures/Miscellaneous

- Effective November 17th, 2024, all flights requesting permission to land outside of normal operating hours will be required to utilize an individual or third-party Reimbursable Services Agreement (RSP) to compensate CBP for the overtime cost to clear the flight.
- Please contact the on-duty CBP Officer in Helena to inquire about after-hours clearance procedures.
- After the inspection is complete, FBO services available at KHLN and can fuel/service aircraft on the CBP ramp.
- FBOs will not approach the CBP ramp until a CBP Officer has signaled the inspection is complete.
- KHLN FBO Services: Exec Air (406) 442-2190.

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