



Leesburg International Airport

8742 Airport Blvd., Ste #101, Leesburg, FL 34788

Regular Office Hours

Thursday-Monday, 1000-1800
Excluding Federal Holidays
Eastern Time (ET)

**Hours of Service for Entrance
and Clearance**

Inspection services for the entrance/
arrival of aircraft at Leesburg
International Airport are available
Thursday-Monday, 1000-1800
(excluding federal holidays) 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

(352) 787-4217 CBP Leesburg Port Office
(352) 516-1084 Port Director's Cell Phone
(800) 973-2867 SECTOR Communications toll free
(407) 975-1740 SECTOR Communications commercial
KLEE_GAP@cbp.dhs.gov

Permission to Land Procedures

Leesburg International Airport (KLEE) 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
directly by phone 352-787-4217 prior to departure from the
foreign port or place and a minimum of 24 hours prior to
landing during regular office hours 1000-1800, Thursday-
Monday.

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

- The aircraft control tower can direct you to parking between 0700-1900.
- Outside of normal hours aircraft should park at the FBO ramp.
- Shared ramp is operated by Sun Air Aviation, user fees apply.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- Regulated waste/garbage will be collected by CBP from the aircraft crew.
- All crew and passengers will be processed inside the FIS.
- Be prepared to present in the FIS, passports, visas, all baggage, pilot's license, medical certificate, aircraft registration, and user fee permit letter.
- Passengers can depart directly from FIS at the conclusion of their inspection.

Special Procedures/Miscellaneous

- Regular office hours are Thursday-Monday, 1000-1800 (effective Nov 19, 2023).
- FBO- Sun Air Aviation 352-787-2211, M-S, hours 0700-1900, available for after hour arrivals.

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