



**U.S. Customs and
Border Protection**

**PUBLIC INFORMATION
NOTICE PORT OF
WASHINGTON DC**

DATE: February 11, 2019

NUMBER: IAD-2019-004

SUBJECT: Re-designation of Leesburg Executive Airport as a Landing Rights Airport

In response to the Town of Leesburg, Leesburg Executive Airport request regarding the re-establishment of Customs and Border Protection (CBP) services for international aircraft arriving at Leesburg Executive Airport (JYO), the Baltimore Field Office (BFO), Port of Washington will re-designate JYO as a landing rights location effective 15 February 2019.

This approval is governed by the provisions of 19 USC 1644a Ports of Entry (POE); 8 USC 1223 Entry through or from a foreign territory and adjacent islands; 8 USC 1224 (Section 234 of the INA); Designation of Ports of Entry for Aliens arriving by Aircraft, 42 USC 264-270; U.S. Public Health Services (USPHS) Act; Title 8 of the Code of Federal Regulations (CFR) part 234, Section 4 Designation of Port of Entry for Aliens arriving by Civil Aircraft; 19 CFR 122.11 Designation as International Airport; 7 CFR 330.400 Agriculture: Regulation of Certain Garbage; 9 CFR 95.5 Animals and Animal Products: Regulation of Certain Garbage and 7 CFR 352.10 Agriculture: Safeguards; Disposal.

The CBP Private Air Advance Passenger Information System (APHIS) Guide describes the requirements for aircraft clearance at a Fixed Based Operator (FBO) and is an integral part of this agreement for clearance and admissibility services. This document will assist in establishing procedures and guidelines between CBP and JYO to govern the clearance of private and charter aircraft.

Aircraft operators are required to submit their landing rights request via Electronic Advance Passenger Information System (eAPIS) within 24 hours of the intended arrival time. Upon confirmation of the receipt of the application by eAPIS, the aircraft operator will contact the CBP Command Center, Dulles Airport by calling: (703) 661-2800, Option 2 to confirm the submission. Approval of a submitted request is not automatic. Approval will be based upon staffing available and/or other operational considerations at the requested arrival time. If staffing is not available at the requested time CBP will provide an alternate time of availability. All aircraft must notify CBP of their intent to arrive 24 hours in advance.

CBP will provide clearance services between the hours of 0600 -2100, Sunday- Saturday.


Any changes of more than 30 minutes in the estimated arrival time must be updated to CBP in a timely manner. No third party, including the fixed base operator, is responsible for communicating problems. It is the responsibility of the pilot alone.

CBP will process arriving flights at the newly designated CBP processing facility at JYO, unless the passengers, crew, or aircraft are or have been the subject of law enforcement interest. In this case, approval may be denied and the aircraft will be ordered to proceed to a Dulles International Airport FBO for clearance procedures.

All aircraft will report to the CBP processing facility. Only CBP approved airport/FBO personnel will be permitted in the aircraft access and clearance area. International garbage handling standard operational procedures (SOP) will be followed by all arriving flights.

CBP reserves the right to suspend, interrupt, or modify any aircraft clearance procedures during times of national emergency as indicated by changes in the Homeland Security Advisory System.

Should you have any additional questions or concerns, please contact Patrick Orender, Assistant Port Director, Port of Washington. CBP looks forward to the re-establishment of services at JYO and a positive working relationship with the airport representatives and clientele.



Daniel T. Mattina
Area Port Director