



U.S. Customs and Border Protection

General Aviation Airport Fact Sheet Charlotte-Monroe Executive Airport (KEQY)

Charlotte-Monroe Executive Airport

3900 Paul J. Helms Drive, Monroe, NC 28110

Regular Office Hours

Monday-Friday, 0800-2200
Saturday/Sunday, 0930-2000
Eastern Time (ET)

Hours of Service for Entrance and Clearance

Inspection services for the entrance/arrival of aircraft at KEQY are available seven days per week, 0600-2100 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

(704) 329-6120 CBP Charlotte Port Office
(980) 235-1600 CBP Charlotte Airport Office
(800) 973-2867 SECTOR Communications toll free
(407) 975-1740 SECTOR Communications commercial



Permission to Land Procedures

Charlotte-Monroe Executive Airport (KEQY) is designated as a "landing rights airport" [19 CFR 122.1(f); 19 CFR 122.14].

Pilots must secure permission to land by contacting CBP prior to departure from the foreign airport and at least 24 hours in advance of the anticipated arrival time at KEQY. **See special procedures below for information related to the Reimbursable Services program (RSP).** Permission to land is granted with a tolerance of (+/-) 30 minutes. If your ETA deviates outside those parameters, you must contact CBP to resecure permission to land.



Inspection Process

- Aircraft should park in front of the CBP General Aviation Facility (GAF)
- A CBP Officer will meet the aircraft to begin the inspection.
- All crew and passengers will be processed inside the GAF.
- Ground crew will bring all baggage inside the GAF.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Charlotte-Monroe Executive Airport has a USDA Compliance Agreement and will collect all regulated garbage/waste.



Special Procedures/Miscellaneous

- This airport is serviced by CBP at the Charlotte-Douglas International Airport. KEQY is outside the limits of the Port of Charlotte and has a RSP agreement with the Port of Charlotte. Prior to providing advance notice of arrival to CBP, operators are required to contact KEQY. KEQY will submit the RSP request to CBP for approval.
- Request for inspection services at the Charlotte-Monroe Executive Airport will be evaluated on a case-by-case basis, once the RSP request is received. Pilots must contact the Charlotte-Monroe Executive Airport prior to contacting CBP Charlotte to arrange for services and verify all costs.
- Operators are required to submit APIS and provide telephonic advance notice of arrival to the Port of Charlotte to secure permission to land.
- Failure to timely notify CBP of a flight cancellation or time change would cause a RSP service charge.
- Advise CBP if transporting live animals, weapons, hunting trophies, or commercial imports.
- Contact CBP for all Medical EVAC and emergency diversion flights for clearance outside normal hours.
- Charlotte-Monroe Executive Airport may be reached at 704-226-2300.