

Request for Quote

Consulting Services – Industry Outreach and Coordination

**UNC Charlotte Division of Research
and the
Charlotte AIR Institute**



Point of Contact:
Tara Cavalline, PhD, PE
Director, Charlotte AIR Institute
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Consulting Services – Industry Outreach and Coordination
UNC Charlotte Division of Research and the Charlotte AIR Institute

UNC Charlotte Division of Research and the Charlotte Aviation Innovation and Research (AIR) Institute is currently seeking a consultant to develop and perform a scope of services supporting industry outreach and coordination for the Charlotte AIR Institute, with an expected project start date of fall 2025. The consultant should be recognized as a regional or national leader in the aviation field who is passionate about building the AIR Institute, and expanding its connections and offerings, and positioning it for great future success. The Charlotte AIR Institute is a first-in-the-nation partnership between the University of North Carolina at Charlotte, the Charlotte Douglas International Airport (CLT) and the Sullenberger Aviation Museum. The mission of the AIR Institute is to apply innovative research, educational outreach and practical application that will actively involve and empower students, industry professionals and community stakeholders and enhance the strength and resilience of the aviation industry in Charlotte, the surrounding region, and globally. The AIR Institute's vision is to bridge the gap between aviation research and practical application by serving as a conduit for applied research and education on a local, regional, and global basis. The AIR Institute aims to support the aviation industry by focusing on four pillars of activities: 1) research and innovation, 2) education and technical training, 3) workforce development, and 4) community engagement and fostering social mobility.

The Charlotte AIR Institute has ongoing aviation-related research, industry outreach, and other activities, but is working to grow its engagement with industry stakeholders and increase its research portfolio. Current research focus areas include airport infrastructure, data and visual analytics, tech 2045 readiness, and economic and social impact of aviation. The Institute aims to expand its areas of expertise and associated activities by leveraging industry partnerships.

Scope of Work:

In collaboration with Charlotte AIR Institute personnel, the consultant will develop and implement a plan to provide strategic organizational and operational guidance, supporting the Institute's growth and helping leadership and faculty achieve its objectives. Drawing on industry experience and connections, the consultant will:

- Strengthen existing industry relationships and cultivate new ones to expand opportunities in research, technology transfer, and workforce development.
- Serve as a senior liaison to campus and industry partners, working to grow the Institute through strategic relationships and partnering activities.
- Connect AIR faculty and leadership with industry stakeholders to advance research in key areas.
- Support revenue generation through research, technology transfer, workforce development, and other activities.

The consultant will also work with AIR Institute leadership to expand industry partnerships that support both research and programmatic goals including:

- Increasing funding in current and emerging research areas
- Pursuing public and private sector funding
- Enhancing the Institute's reputation for innovative, applicable research

Additionally, the consultant will assist in growing the university's aviation-related education and workforce development efforts by:

- Broadening the range of academic offerings related to aviation
- Increasing the capstone design portfolio of projects
- Supporting the Aviation Engineering Seminar, the AIR Executive Speaker Series, and other technology transfer and training seminars.

Desired Consultant Experience/Education:

The consultant serving as lead for this work should have credentials and extensive experience in the aviation or related industry. The consultant should have:

- A BS degree in engineering, aviation, business, or related field
- An exemplary career in the aviation or related industry
- Demonstrated ability to work across disciplines and engage industry professionals
- Demonstrated ability to collaborate and build working partnerships regionally and nationally

An ideal consultant would have broad backgrounds in the aviation industry, including airport engineering, operations, and management, to help support research activities of faculty members in all research areas of the AIR Institute.

Anticipated Budget:

Not to exceed \$100,000.

Quote Submissions:

Quote should include the following documents:

- 1) Letter of interest
- 2) Quote for services, providing a description of services and activities proposed to meet the scope of work described above.
- 3) Itemized budget for quote for services
- 4) Curriculum vitae, resume, and/or statement of professional experience
- 5) Contact information for references

Quotes should be submitted electronically to Tara Cavalline, Director of the AIR Institute, at tcavalline@charlotte.edu. Questions should also be directed to Tara Cavalline at tcavalline@charlotte.edu. The selection process may include an interview with the candidates/firms.

Response Date:

Please submit quotes by October 31, 2025 to Tara Cavalline, Director of the Charlotte AIR Institute at tcavalline@charlotte.edu.